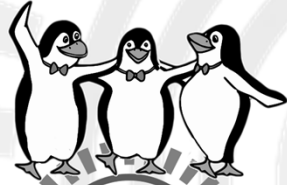


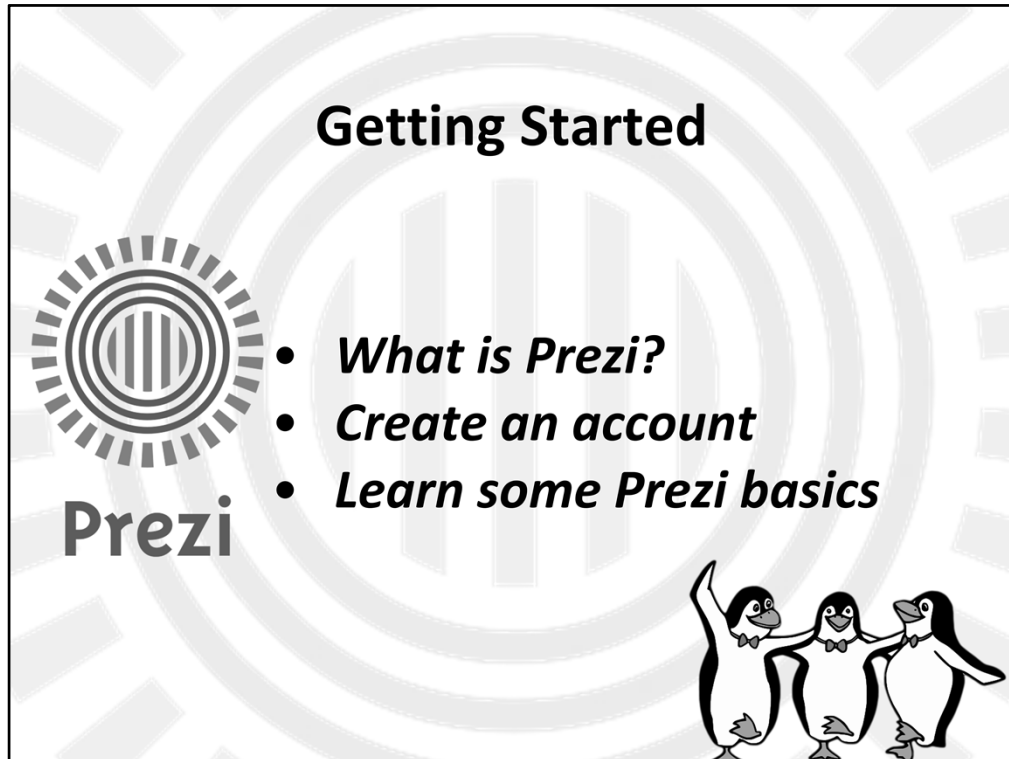
## **Create Free Presentations with Prezi**



**The Three P's of Prezi:  
Plan, Produce, Present**

**Prezi**

In this presentation, we'll break down Prezi creation into three areas: knowing your purpose and planning your Prezi, producing your Prezi, and presenting your Prezi.



Before you can create a Prezi, you need to understand what it is and learn some Prezi basics.

On the next slide you'll see an example of a basic Prezi using elements which are provided by Prezi, such as frames, arrows, and clip art.

## **Prezi Example #1**

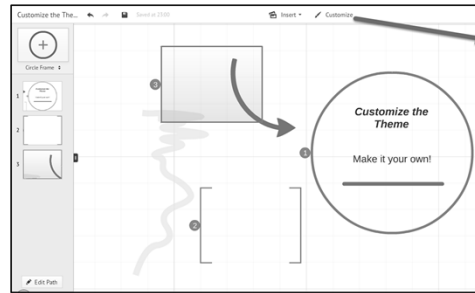
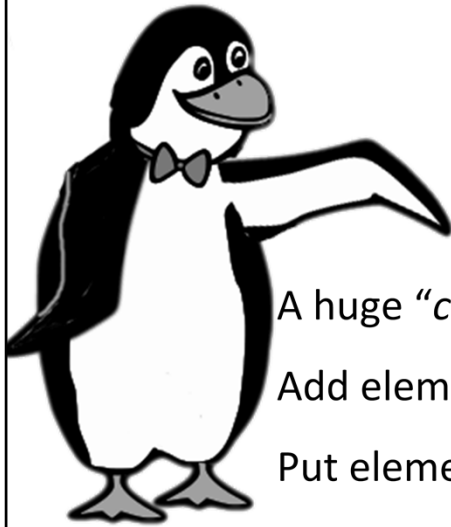


The next Prezi uses graphics graphics that were imported into Prezi.

## Prezi Example #2



# What is Prezi?



A huge "*canvas*"

Add elements: text, images, videos

Put elements in *frames*

*Frames* can be put anywhere on canvas

Prezi is a huge canvas where you can place and position frames that contain content such as text, images, videos, and more.

## What is Prezi?

Moving from frame to frame is called a *transition*.

Prezi has only three transitions:  
*panning, zooming, and rotating.*

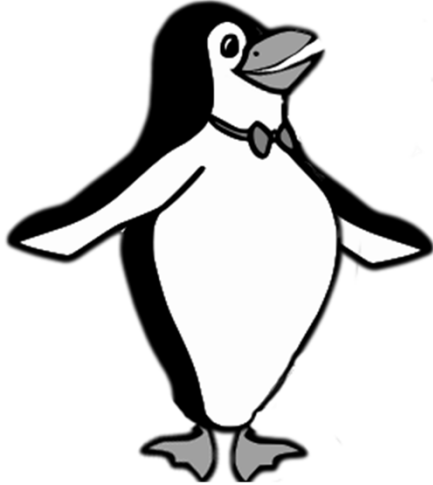
The transitions can make your viewers seasick if overused or misused.



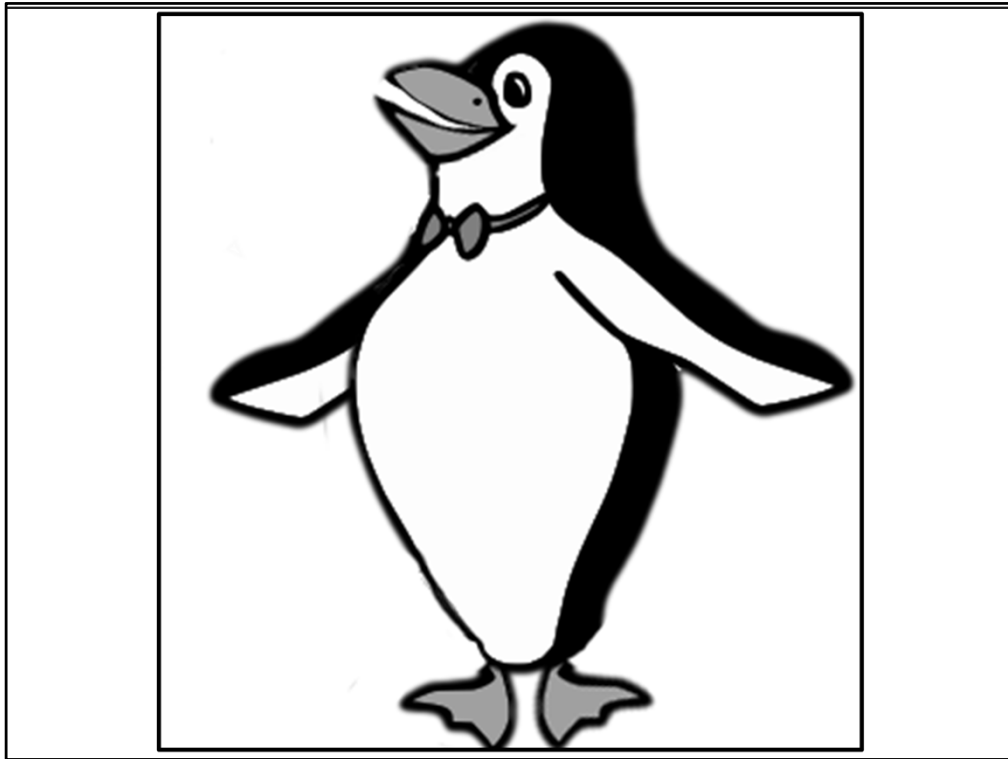
1. Moving from frame to frame is called a transition – you can pan, zoom, or rotate.
2. The order of the frames in the presentation is called the path.  
You can show the frames in any order you desire. The path can easily be changed.
3. Oh, and be careful with transitions—they can make your viewers seasick.

## What is Prezi?

Transitioning from frame to frame is called *panning*.

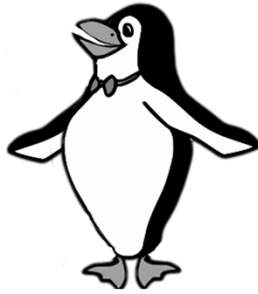


When moving through the path you can **pan** from frame to frame in any direction...



...**zoom** to frames to make them full screen...





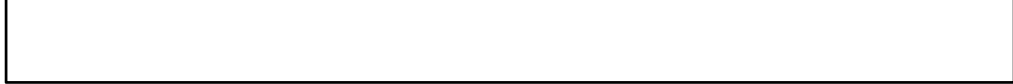
Prezi will the turn the canvas to show *rotated* images.

## What is Prezi?

...and **rotate** the screen to bring angled or upside-down frames into view.

What is Prezi? Here is Prezi's explanation.

## What is Prezi?



# Open prezzi.com

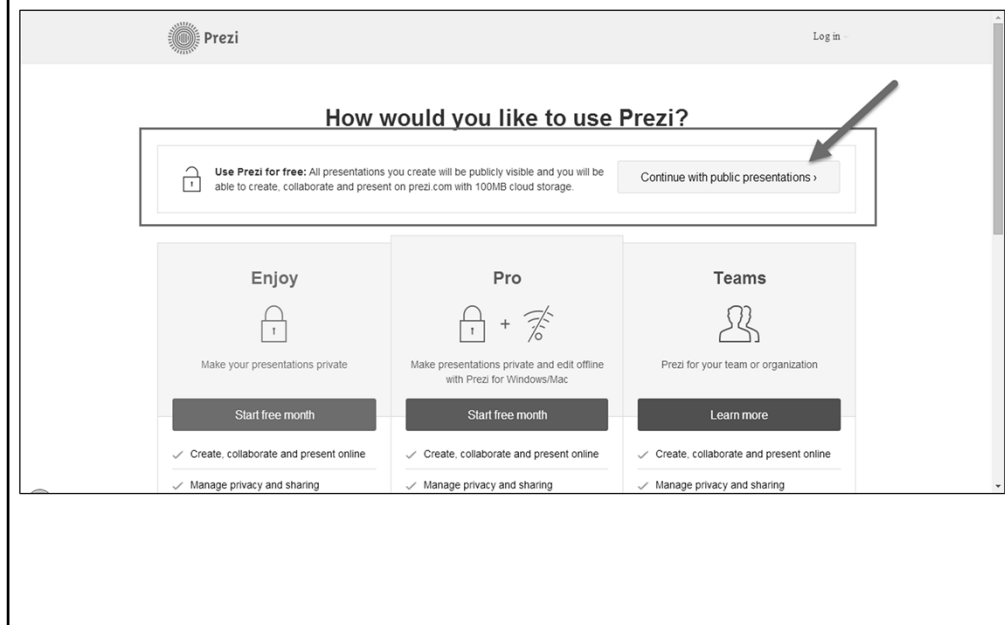


Now it's time to learn how to use Prezi.

Log in if you have an account.

If you don't have an account, click "get started" to use Prezi for free or to create an account.

# No account? Use free public plan.



For now, if you don't have an account, just choose "continue with public presentations".

# Sign up or log in with Facebook or LinkedIn

The screenshot shows the Prezi website's sign-up interface. At the top, the Prezi logo and a 'Log in' link are visible. The main heading is 'Create your free Public account'. Below this is a form with fields for 'First name', 'Last name', 'Email', and 'Password'. A button labeled 'Create your free Public account' is positioned below the password field. To the left of the form, a vertical text block reads 'Create account or sign up with LinkedIn or Facebook', with a curved arrow pointing from this text to the 'Create your free Public account' button. To the right of the form, a box titled 'With your free Public account, all your presentations are publicly visible' lists features: a checkmark for 'Create, collaborate and present on prezi.com' and three 'X' marks for 'Make your presentations private', 'Get support from experts whenever you need it', and 'Replace the Prezi logo with your own'. Below this box, two more options are listed: 'Need to work offline with Prezi for Windows/Mac?' and 'Start your 30 day free trial of Pro'.

Prezi Log in

Create account or sign up with LinkedIn or Facebook

Create your free Public account

First name Last name

Email

Password

Create your free Public account

or sign up with LinkedIn or Facebook

With your free Public account, all your presentations are publicly visible

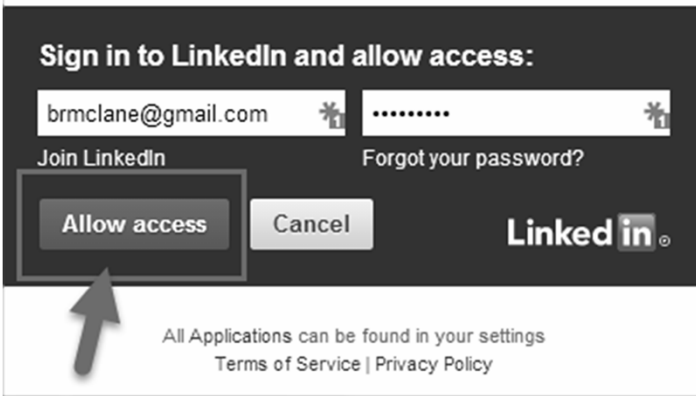
- ✓ Create, collaborate and present on prezi.com
- ✗ Make your presentations private
- ✗ Get support from experts whenever you need it
- ✗ Replace the Prezi logo with your own
- ✗ 500 MB storage
- ✗ Work offline with Prezi for Windows/Mac

Want to make your presentations private?  
Start your 30 day free trial of Enjoy

Need to work offline with Prezi for Windows/Mac?  
Start your 30 day free trial of Pro

If you do want to create an account, you can sign up or create an account using your Facebook or LinkedIn login.

## Allow access through Facebook/Linkedin



The image shows a LinkedIn sign-in and authorization interface. At the top, it says "Sign in to LinkedIn and allow access:". Below this are two input fields: one for the email address "brmclane@gmail.com" and another for the password, represented by dots. To the left of the password field is a "Join LinkedIn" link, and to the right is a "Forgot your password?" link. Below the input fields are two buttons: "Allow access" and "Cancel". The "Allow access" button is highlighted with a grey border and a grey arrow pointing to it from the bottom left. To the right of the buttons is the LinkedIn logo. At the bottom of the interface, there is a footer that reads "All Applications can be found in your settings" and "Terms of Service | Privacy Policy".

Sign in to LinkedIn and allow access:

brmclane@gmail.com

.....

Join LinkedIn

Forgot your password?

Allow access

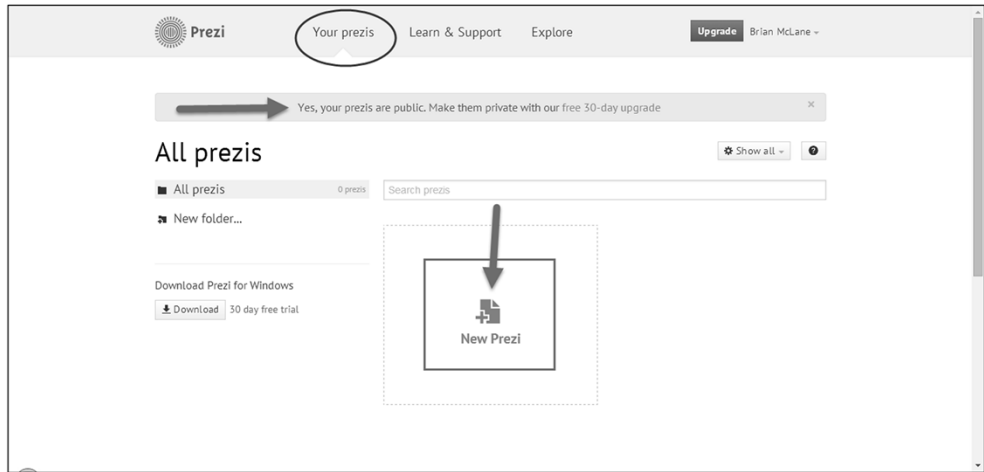
Cancel

LinkedIn

All Applications can be found in your settings  
Terms of Service | Privacy Policy

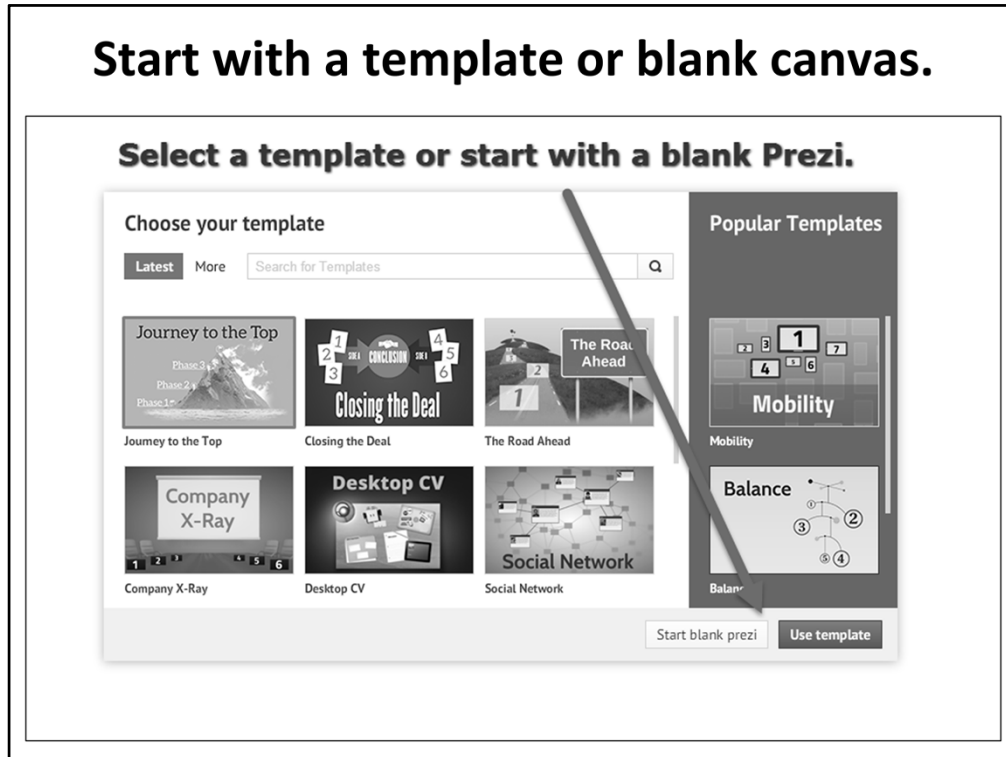
If using LinkedIn or Facebook, you will need to allow access for Prezi.

## On *Your Prezis* page, click New Prezi



The “Your Prezis” page is your “dashboard”.  
Click “New Prezi” to begin.

## Start with a template or blank canvas.

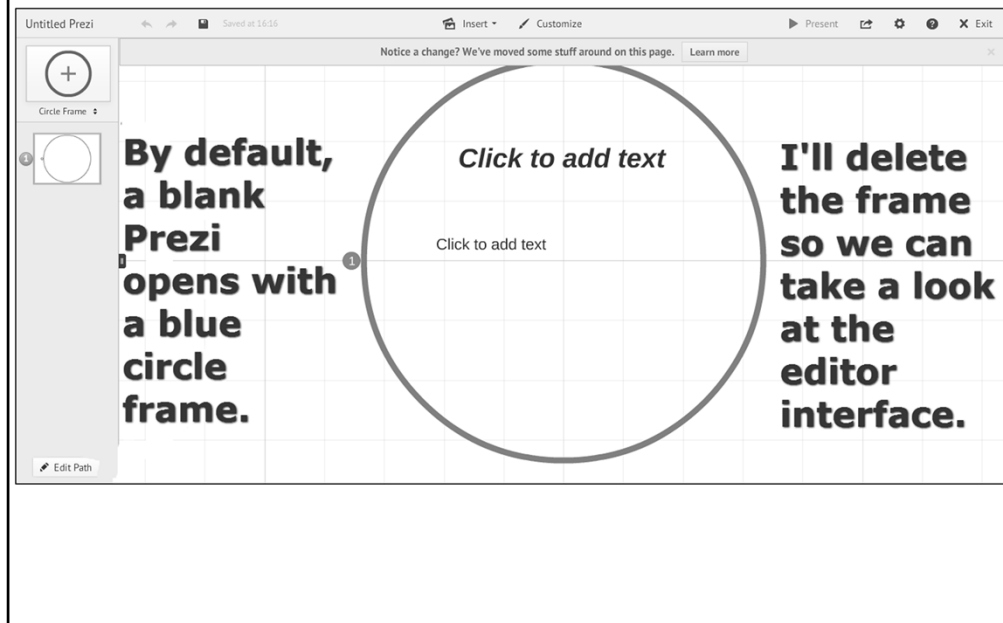


You can select a Prezi template or start with a blank Prezi. The templates are themed, and are also useful for brainstorming presentation ideas and structure.

Let's start with a blank prezi.



# Blank Prezi



This is a blank Prezi. It opens with one blue circular frame by default. Let's delete the frame so we have a completely blank canvas.

To delete the frame, hover your mouse on the frame's outline until you see a lighter blue line around the frame, then click.

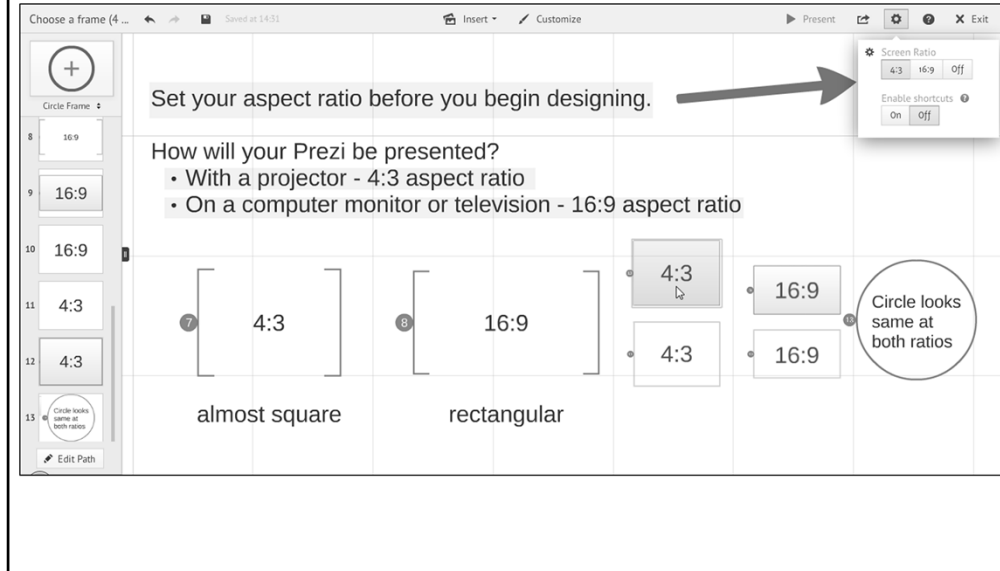
If you are unable to select the frame, zoom in or out slightly and you should then be able to click on it, then click delete.

You may be having trouble. Let's learn how to navigate the canvas in this video...

## **Navigating the Canvas**

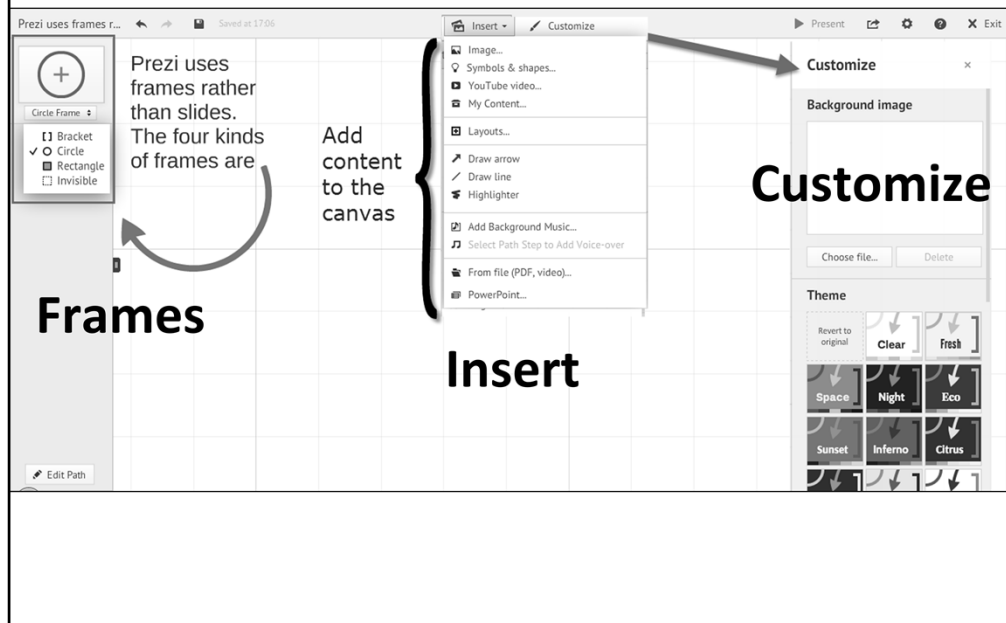


# Working with Aspect Ratio



It is important to understand screen (aspect) ratio. Let's study this image.

# The 3 Basics of Prezi Editor



The Prezi editor has three main tools:  
**Frames** & path (left side of screen),  
**Insert** content (middle),  
and **Customize** theme (right).

Now let's see how to format text and images using the transformation tool, another important element of the Prezi editor.

## The Transformation Tool

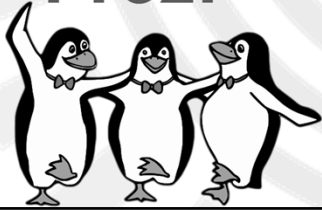


## You Need to **PLAN** Your Prezi

- *Types of Prezis*
- *Browsing the templates will give you ideas for the purpose of your Prezi.*

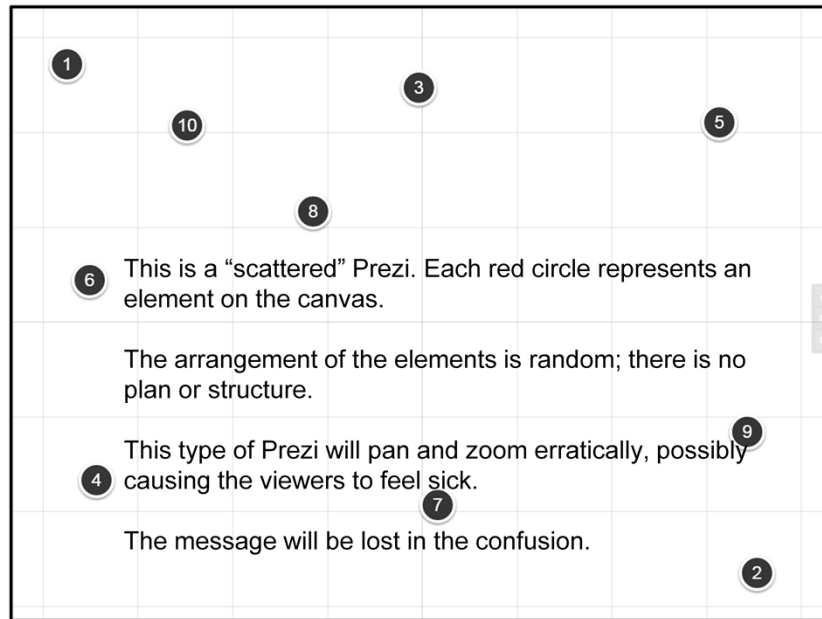


**Prezi**



If you don't have a purpose, a plan, and a structural idea, your Prezi will very likely be cluttered and unorganized.

## Planning & Structuring



I call this a scattered Prezi. The 10 elements are placed randomly on the page; the Prezi has no structure. This kind of Prezi will create annoying panning. Panning and zooming from item 1 to item 2 will be fast and furious, and we will see items

10 and 8 going flying through the picture as Prezi pans to item 2. The items need to be arranged in an orderly fashion.



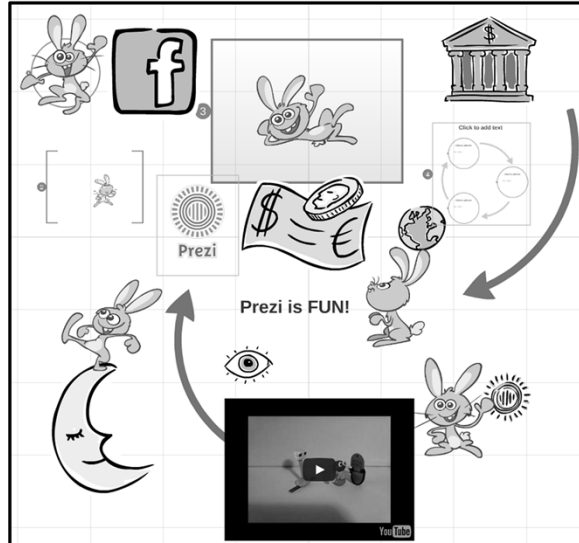
# The Message is your Main Focus

...not graphics and effects!

This is a “cluttered” Prezi.  
Keep your designs neat,  
clean, and orderly.

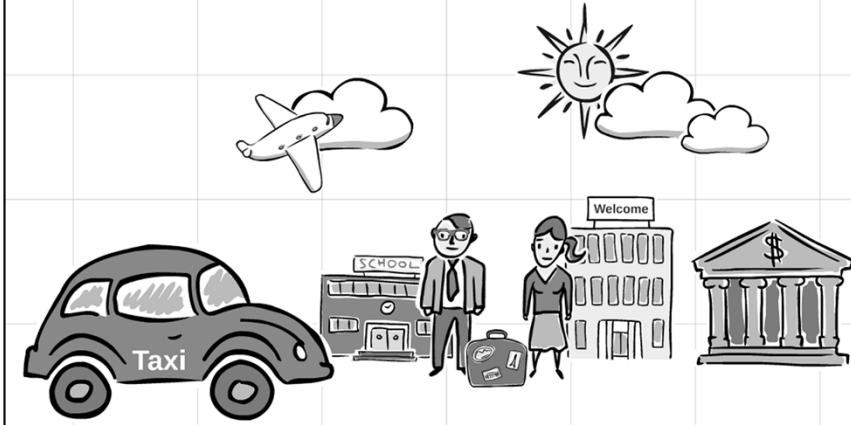
Include only elements that contribute to your message.

Don't let your message  
get lost!



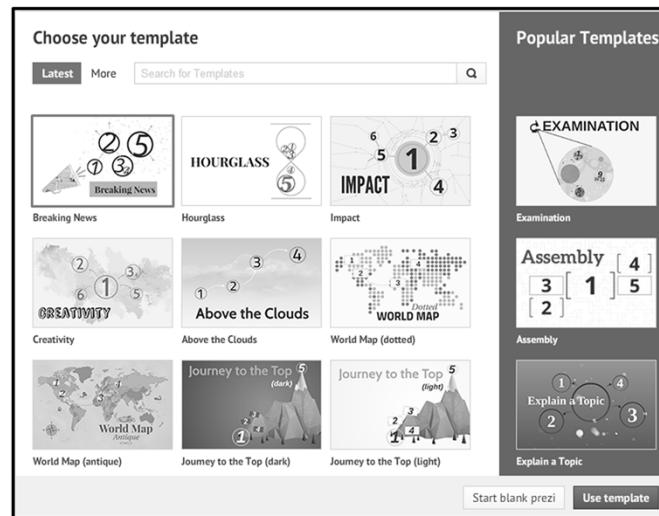
I call this a cluttered Prezi. The message can easily be lost in this mess! Just because you can add many different types of elements in Prezi doesn't mean that you should!

**Use graphics to help tell your story!**



Use the elements on your page to tell a story. Even a business or classroom presentation can tell a story to make your point.

# Prezi Templates

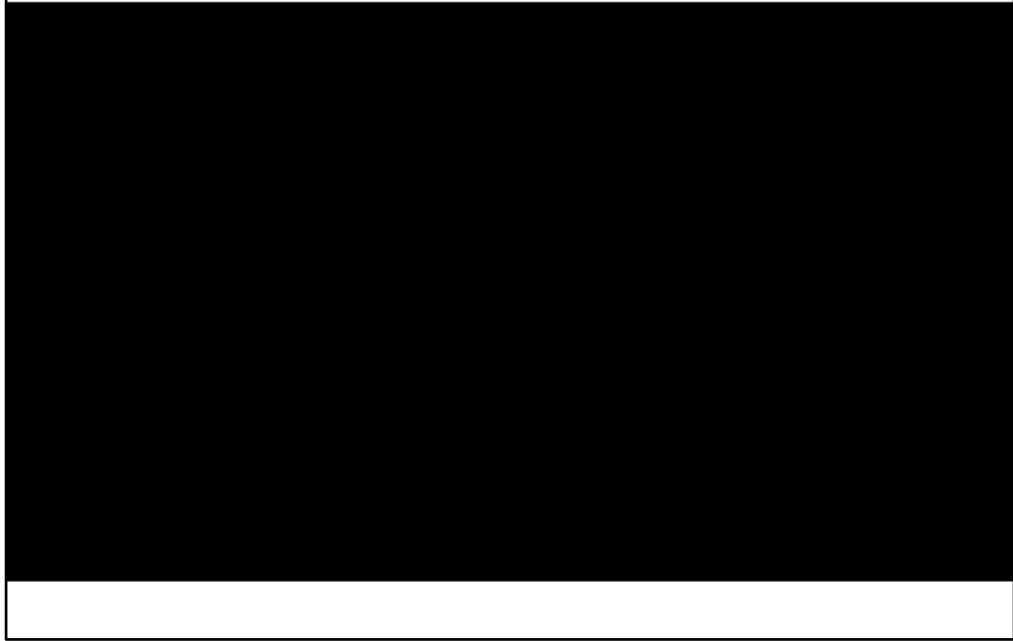


Using Prezi's templates is a good way for beginners to understand how to plan and structure a Prezi (more about templates later).

Using a Prezi template is a great way to tell a story. The Prezi is already structured for you and can be easily customized.

Let's learn more in this video!

## Using Templates





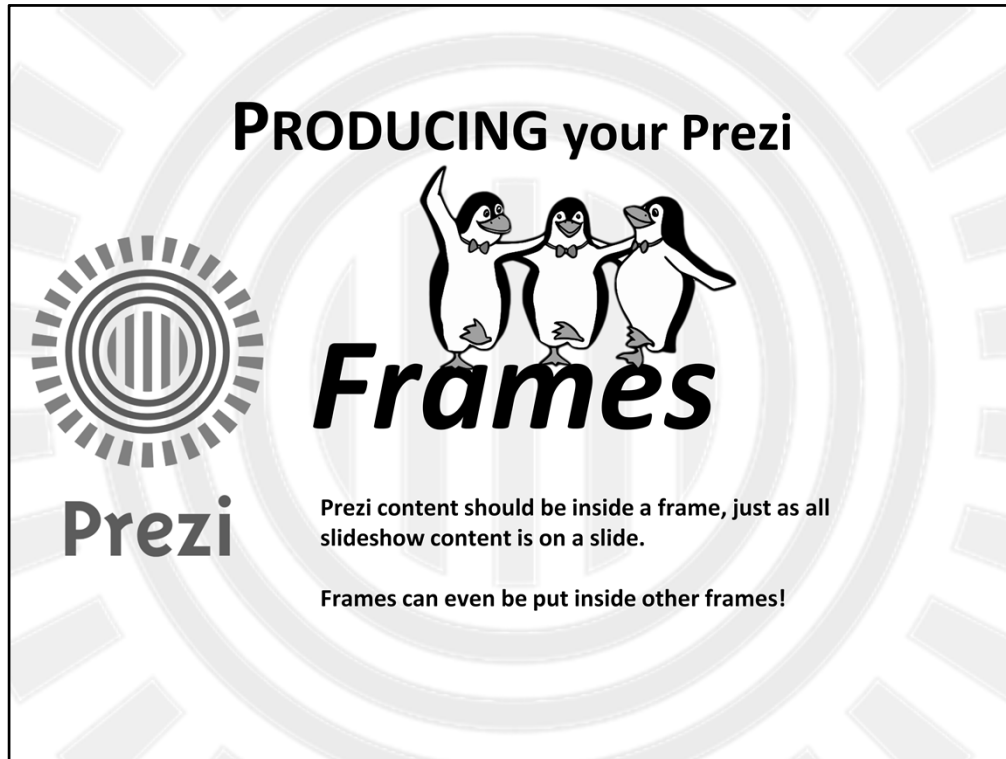
## PRODUCING your Prezi

*Now let's learn to use*

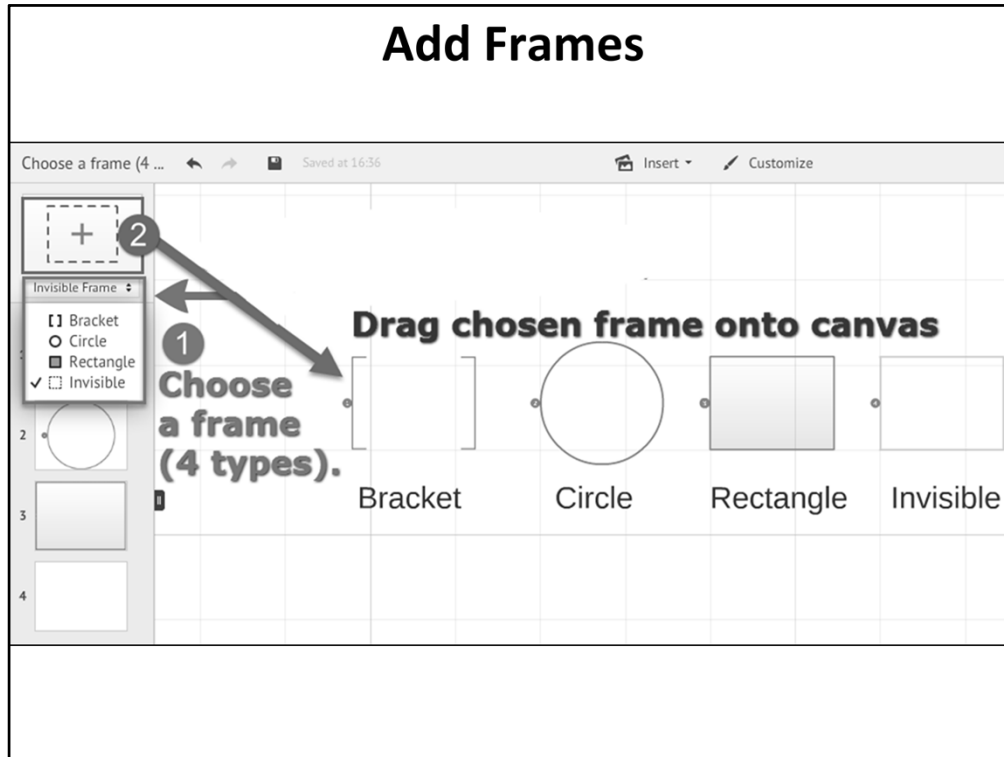
- *Frames*
- *Insert button*
- *Customize button*

**Prezi**

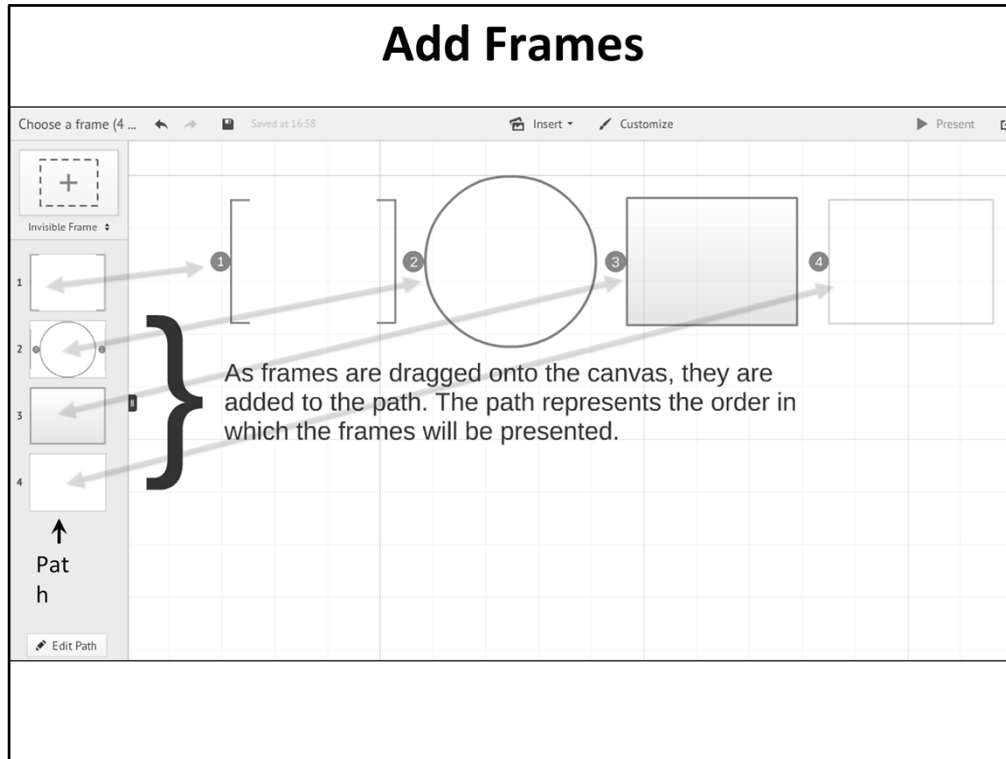
Now it's time to build a Prezi. This is the FUN part!!!



Your content should be put inside frames,  
which are the “slides” of a Prezi presentation.

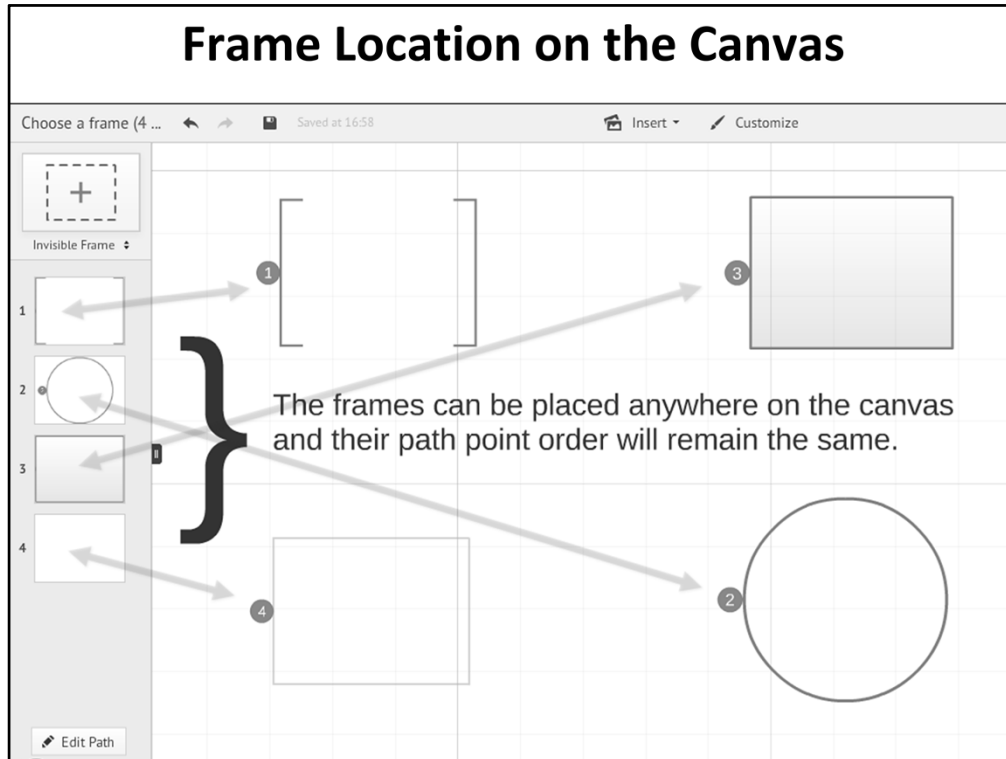


Prezi has four types of frames.

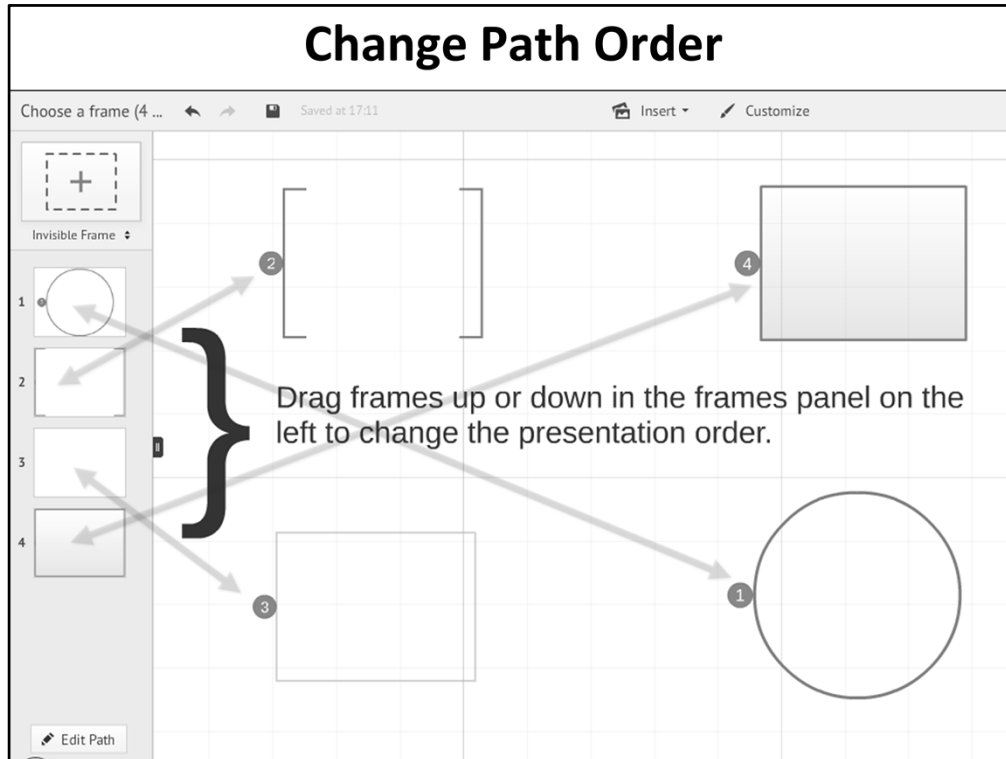


On the left you will see the path (frame order) for your presentation. Each frame is also numbered (in Edit mode).

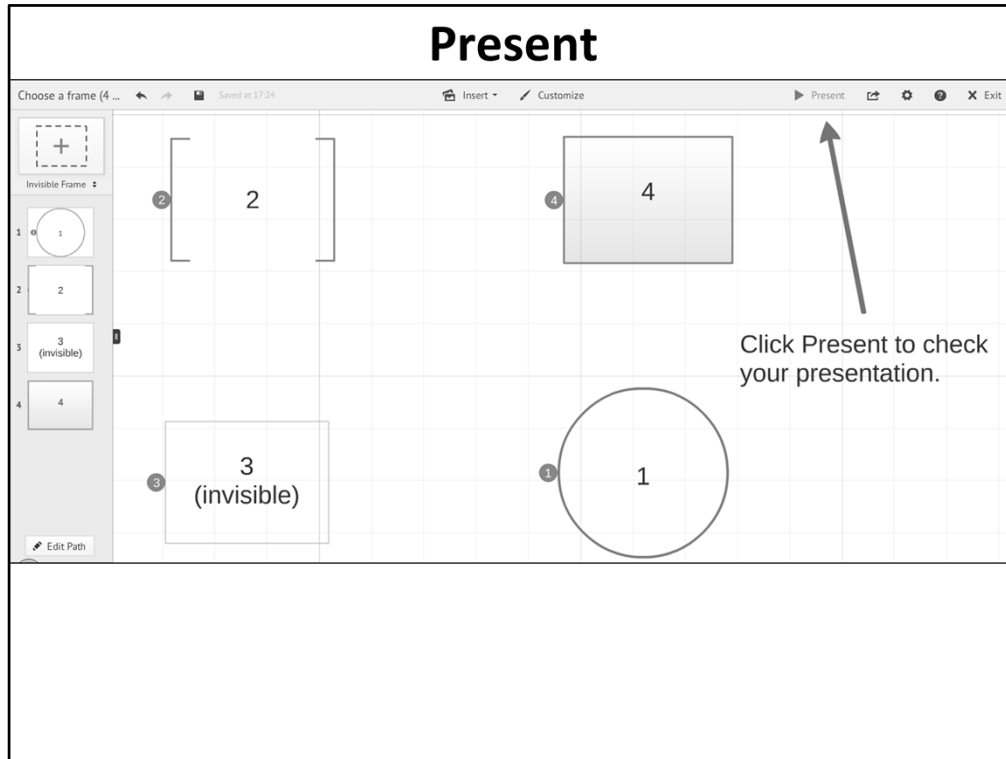




Frames can be placed anywhere on the canvas.



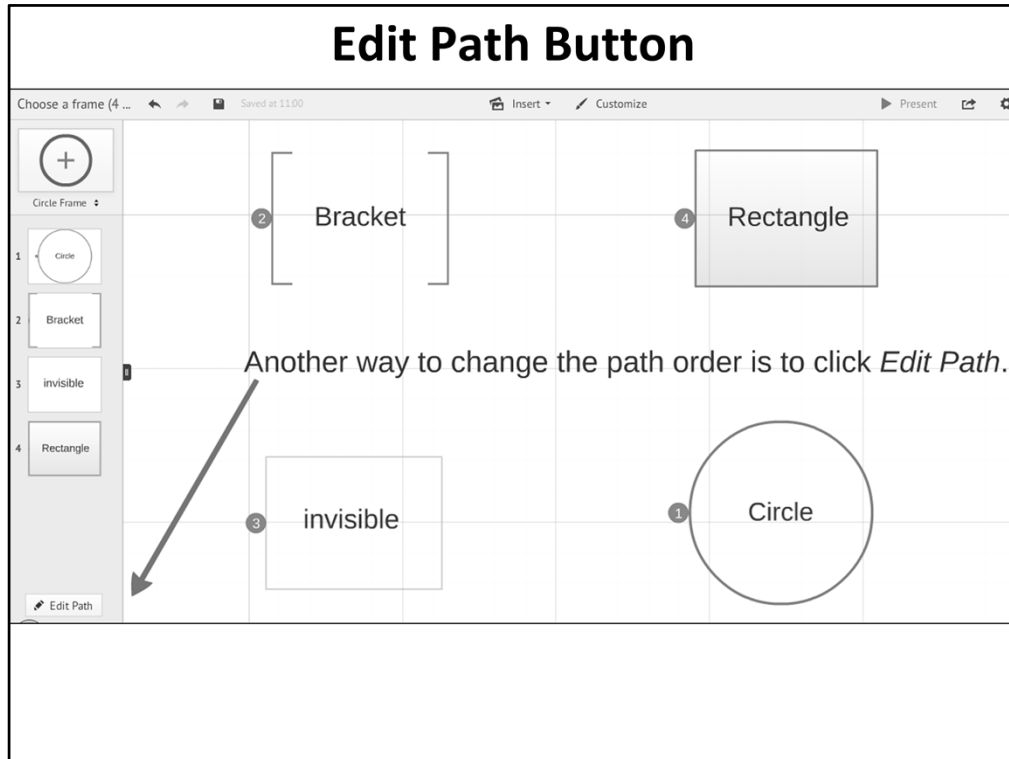
To change the path order, drag frames up or down in the path panel on the left. The frame numbers on the canvas will change accordingly.



When you present your Prezi, each frame will be zoomed to full screen in the order shown on the left.

Let's try it! Click on the HOME button to center your Prezi on the screen and then click Present.

Navigate through your Prezi by clicking the arrows at the bottom of your screen.



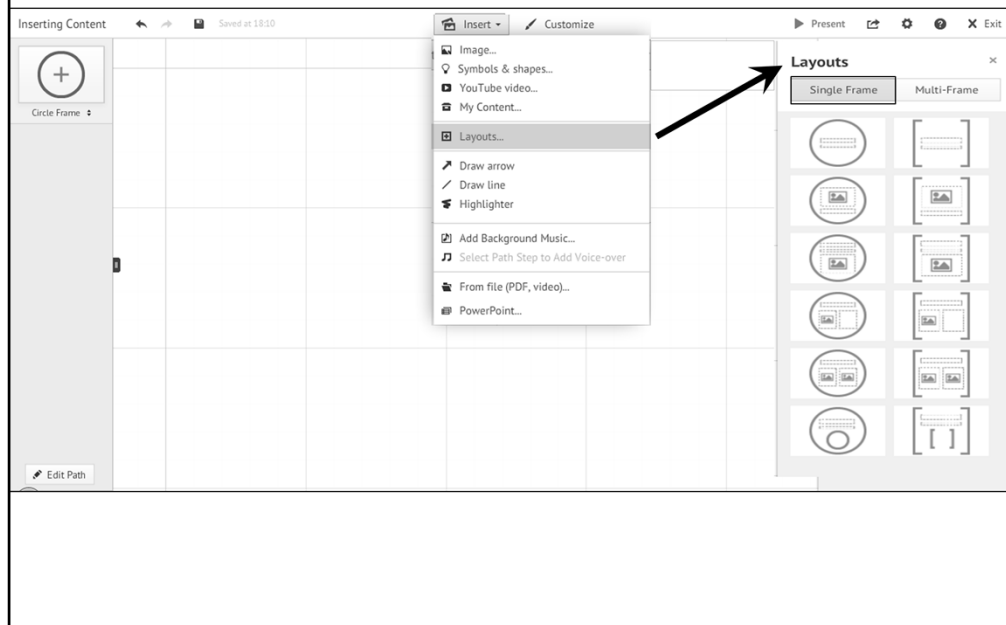
A second way to change the order of frames is to click the Edit Path button.

Let's practice.



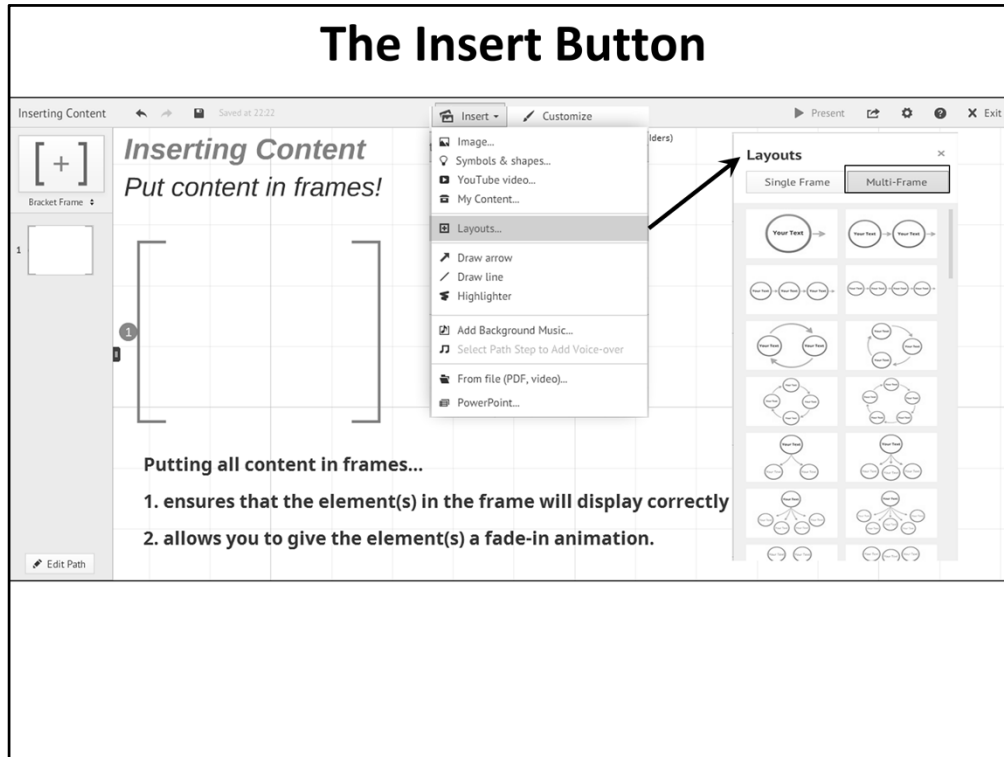
Now let's add text and other elements to our Prezi using the Insert button.

## The Insert Button: Frames



A second way to add frames is with the Insert button. These frames are preset with placeholders to add content. They will also be placed in the path when dragged to the canvas!

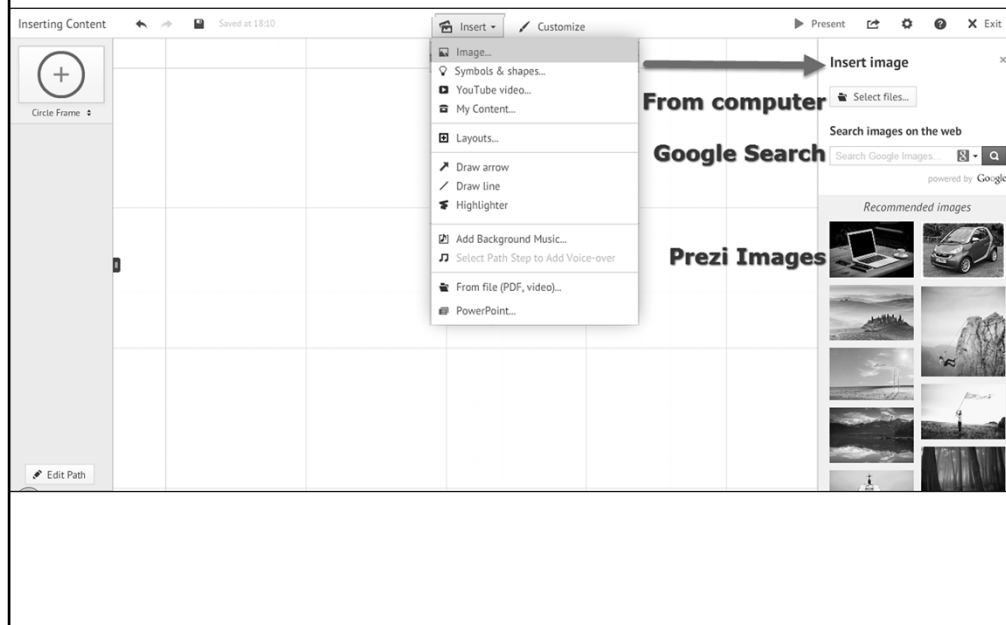
# The Insert Button



Many types of content can be added to your Prezi. In general, it is best to put the content in a frame. Several elements can be placed in a frame, and even another frame can be added inside an existing frame.

The multi-frame layouts are like “mini” Prezis with preset paths, and they will also be placed in your Prezi’s path when dragged onto the canvas.

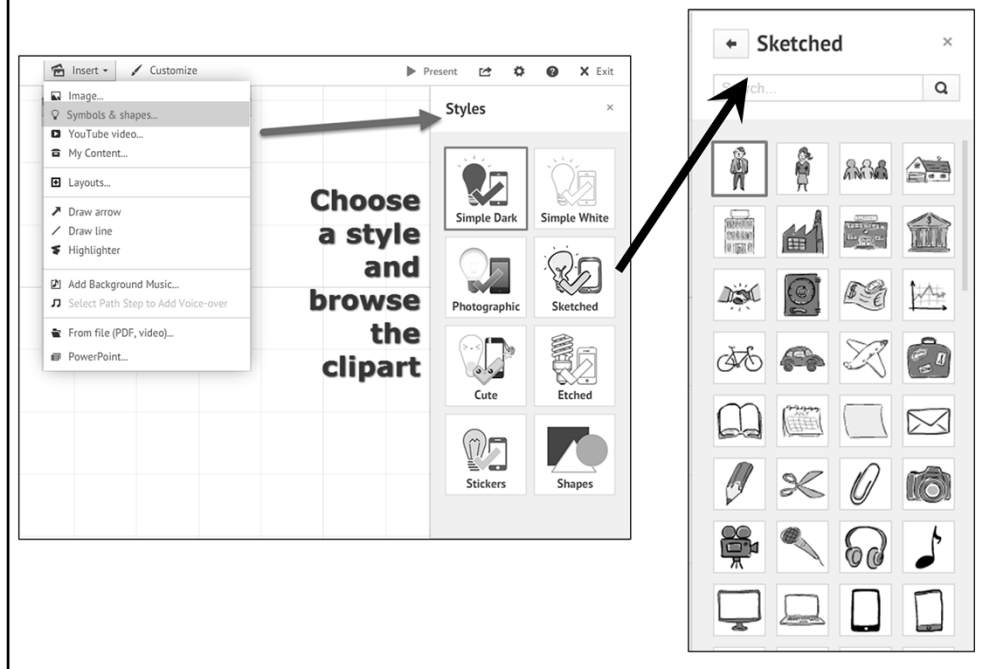
# The Insert Button: Image



Images can be inserted in three ways:  
from your computer  
through a Google search  
from Prezi's images



## The Insert Button: Symbols & Shapes



Prezi provides a fairly large amount of symbols (clipart) and geometric shapes by clicking Insert>Symbols and Shapes

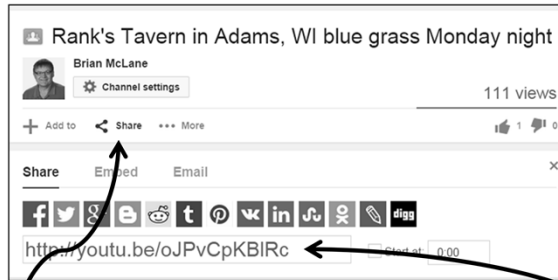
## The Insert Button: YouTube Video



YouTube videos can easily be inserted into your Prezi. Just copy and paste the URL of the video. But where do you get the YouTube video's URL?

## The Insert Button: YouTube Video

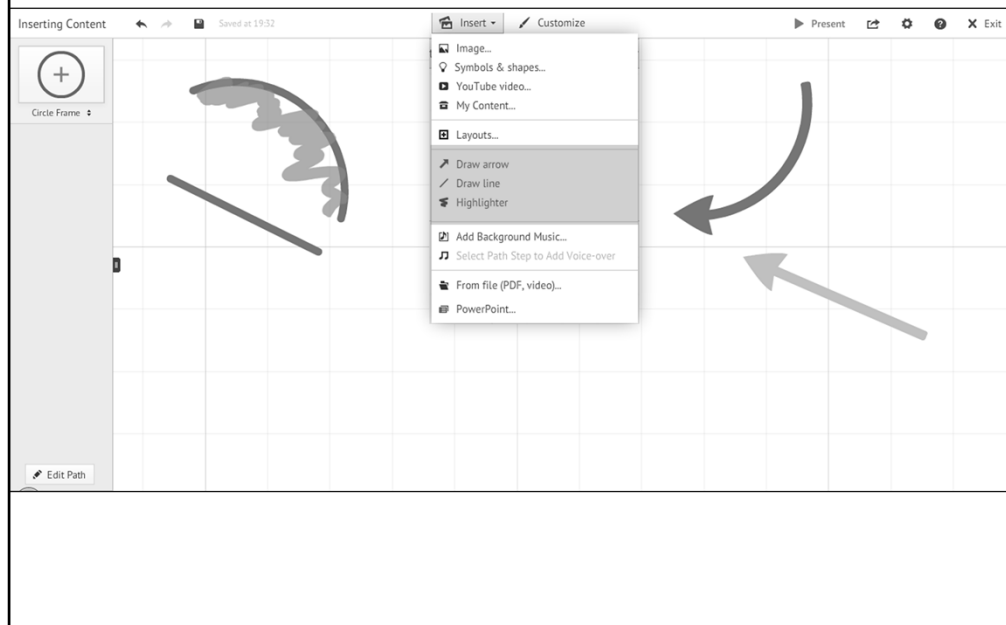
How to copy the URL of a YouTube video:



1. Find the video on YouTube and pause it.
2. Under the video click the Share button.
3. The URL will be selected. Copy it (CTRL + V)

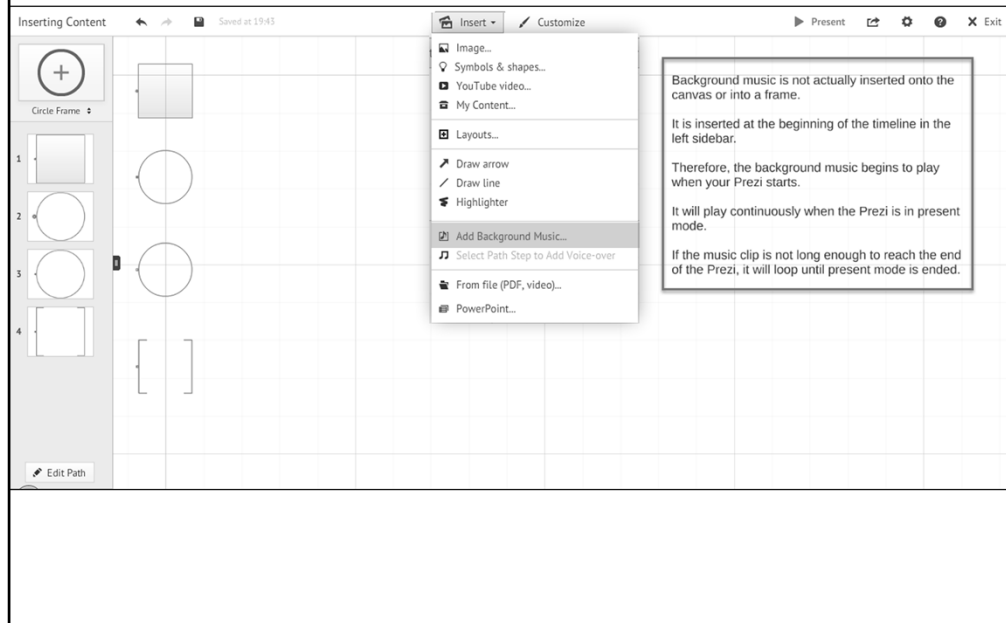
When viewing a video on YouTube, you will see this information below your video. Click share to see the URL and then copy it.

## The Insert Button: Arrows, Lines, Marker



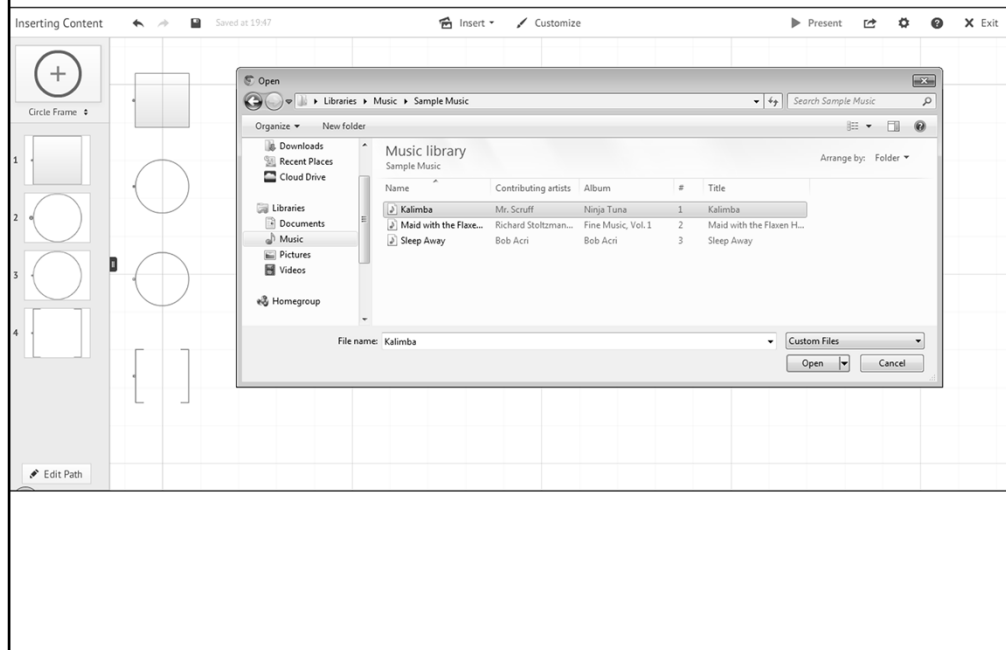
Create straight or curved lines and arrows, and draw or highlight with the marker.

# The Insert Button: Background Music



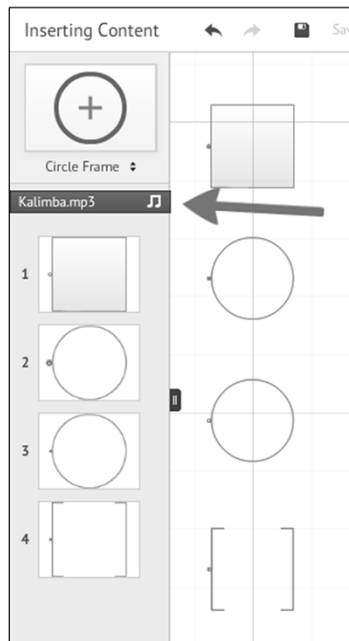
Background music is not actually inserted onto the canvas or into a frame

# The Insert Button: Background Music



...it is inserted at the beginning of the timeline in the left sidebar.

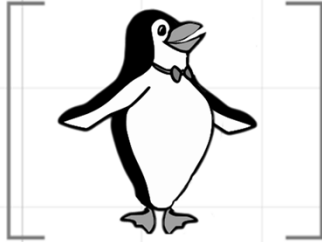
## The Insert Button: Background Music



The background music begins to play when your Prezi starts. It will play continuously when the Prezi is in present mode. If the music clip is not long enough to reach the end of the Prezi, it will loop until present mode is ended.

## The Insert Button: Voice-over

Insert Voice-over not available unless put inside a frame that has been placed into the path.



- Image...
- Symbols & shapes...
- Diagram...
- YouTube video...
- Add Background Music...
- Select Path Step to Add Voice-over
- From file (PDF, video)...
- From My Collection...
- PowerPoint...

A voice-over must be placed in a frame that is in the path. You can tell that the frame above is not in the path because there is not a small number to the left of the frame.

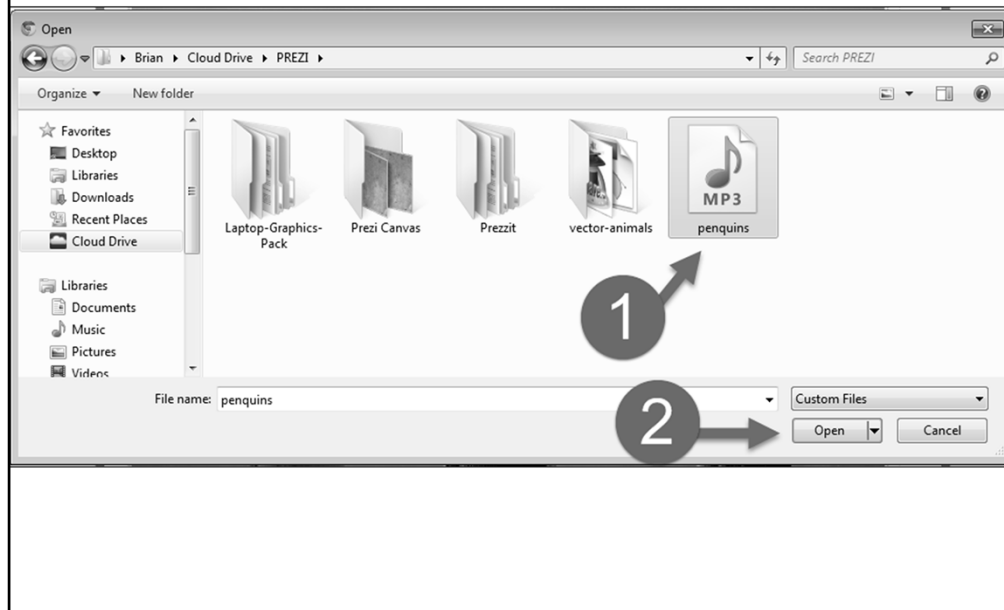


## The Insert Button: Voice-over



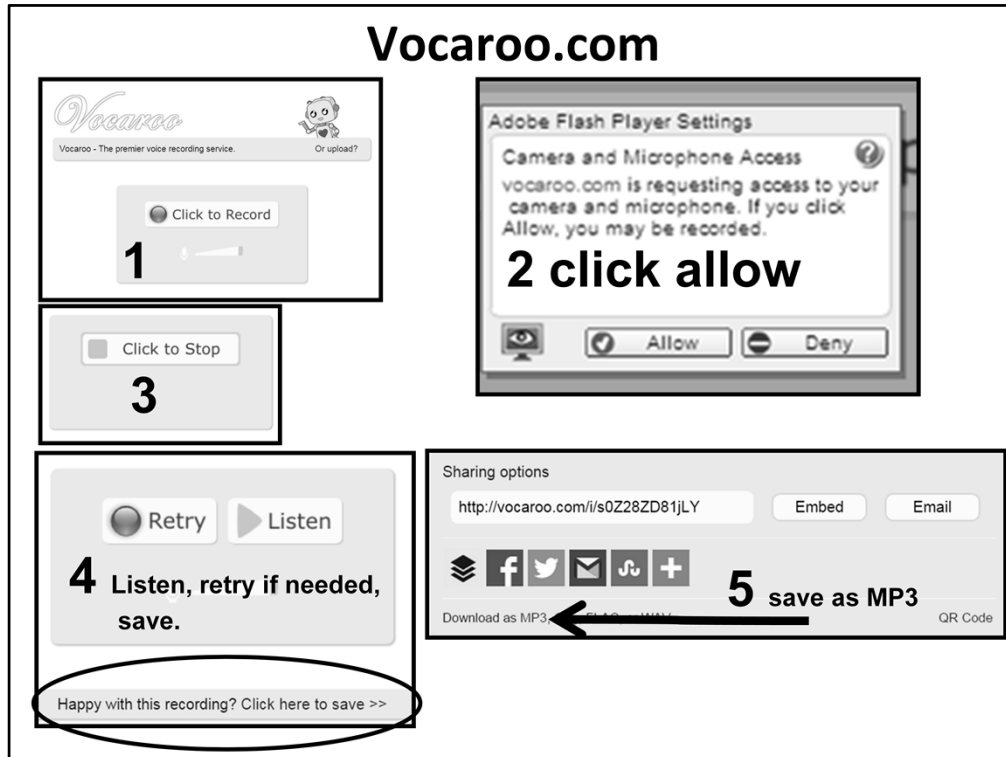
To add a Voice-over, first click edit path, then click on the frame where you wish to insert the voice-over. Then click Insert>Add voice-over to path point.

## The Insert Button: Voice-over



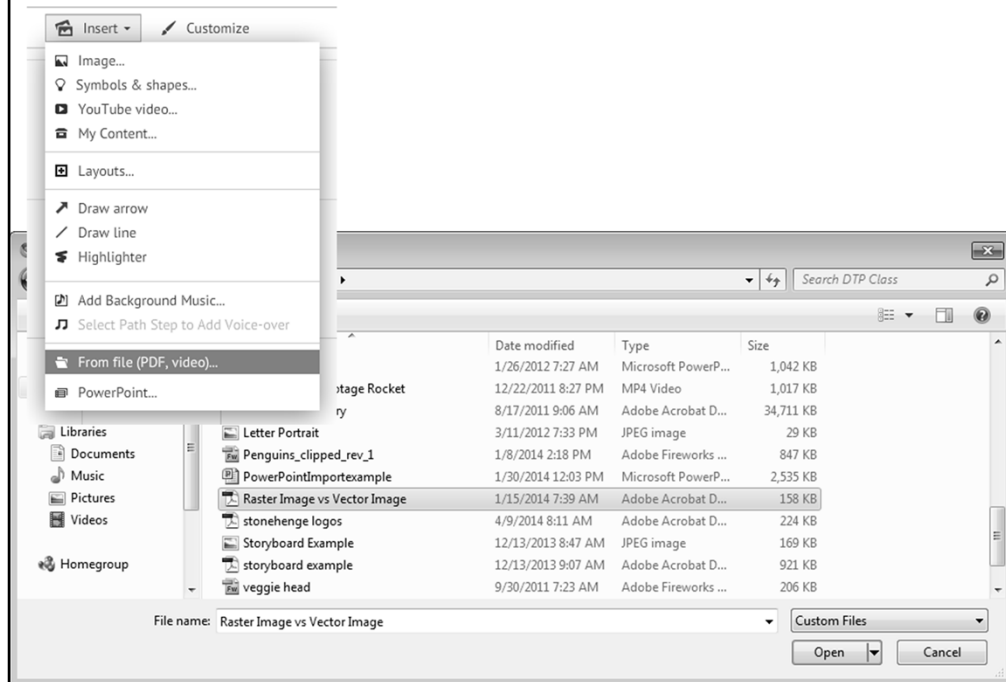
Navigate to your audio file, select it, and click open.

# Vocaroo.com



You can easily record a voice-over at [vocaroo.com/](http://vocaroo.com/). Just follow the steps in this diagram.

## The Insert Button: Files



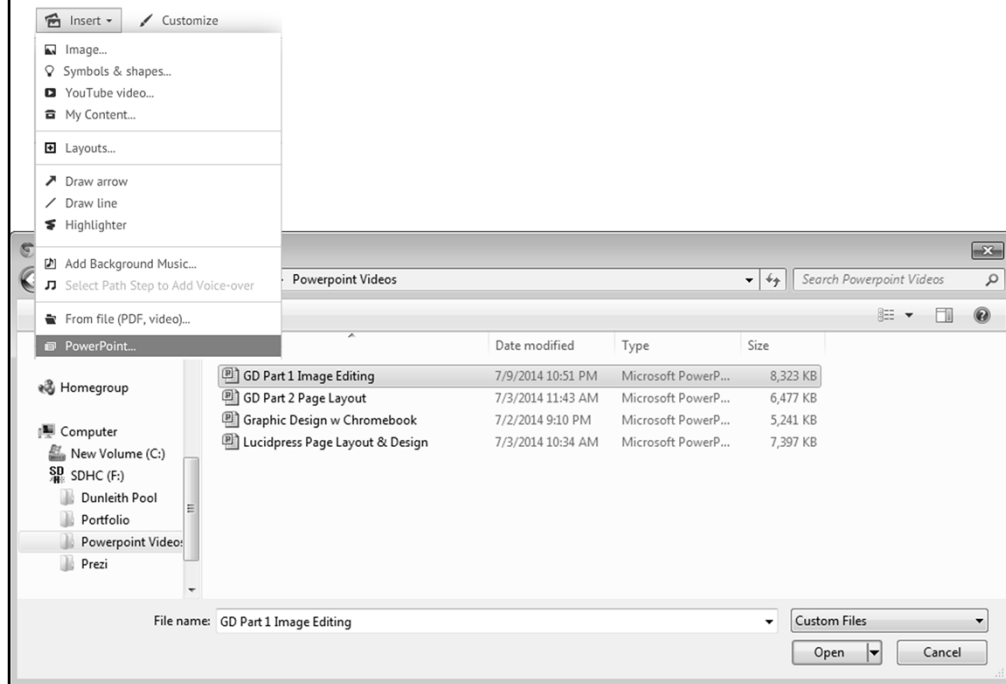
You can insert pdfs and videos into your Prezi from your computer.

# The Insert Button: Files



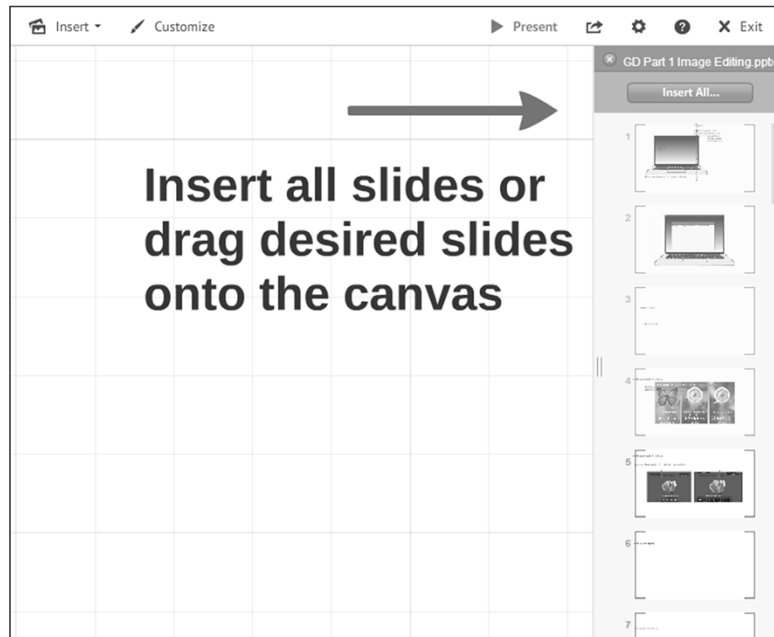
When inserting a PDF, each page will appear as a separate element.

## The Insert Button: PowerPoint Slides



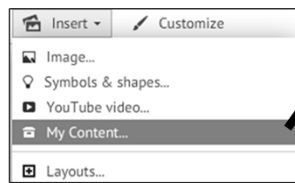
PowerPoint slides can also be inserted into your Prezi. However, effects, transitions, and other features will be lost. It is advisable to insert only a simple PowerPoint presentation with a solid-colored background and no effects.

## The Insert Button: PowerPoint Slides



You can insert the entire slideshow or select only the slides you want to use in your Prezi.

## The Insert Button: My Content



*Favorites* is a library of elements you have “favorited” as you have created Prezis. The elements are stored in My Content for use later in any Prezi you are designing.

The *From Prezis* tab shows elements you have used in other Prezis, which you set as reusable.



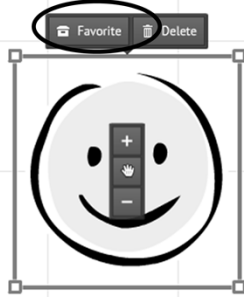
*My Content* is a library of elements you have “favorited” as you have created Prezis. The elements are stored in My Content for use later in any Prezi you are designing. Your content is available any time you log in to Prezi.

My content also includes elements from any Prezis you have made reusable...more on that later.



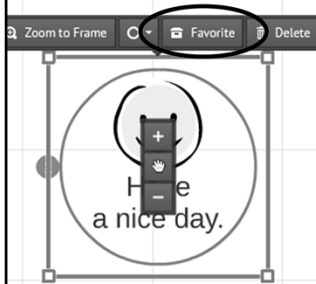
## My Content: How to “Favorite” an Element

Any element on the canvas can be “favorited” (saved to *My Content*).



To "favorite" an element on the canvas, select it, and in the transformation tool, click Favorite.

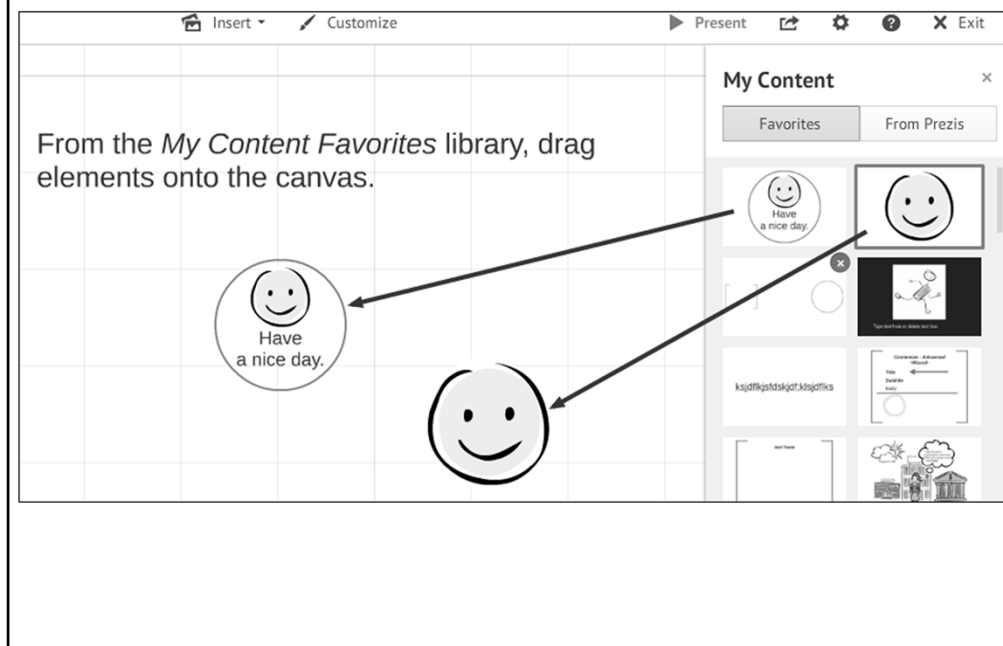
The element will be stored in My Content for use later - even in other Prezis.



You can also select and favorite a frame, and that frame with all its contents will be saved to My Content.

This is a great feature for saving elements you know you will need again, such as a company logo.

## My Content: Drag to Canvas to Insert

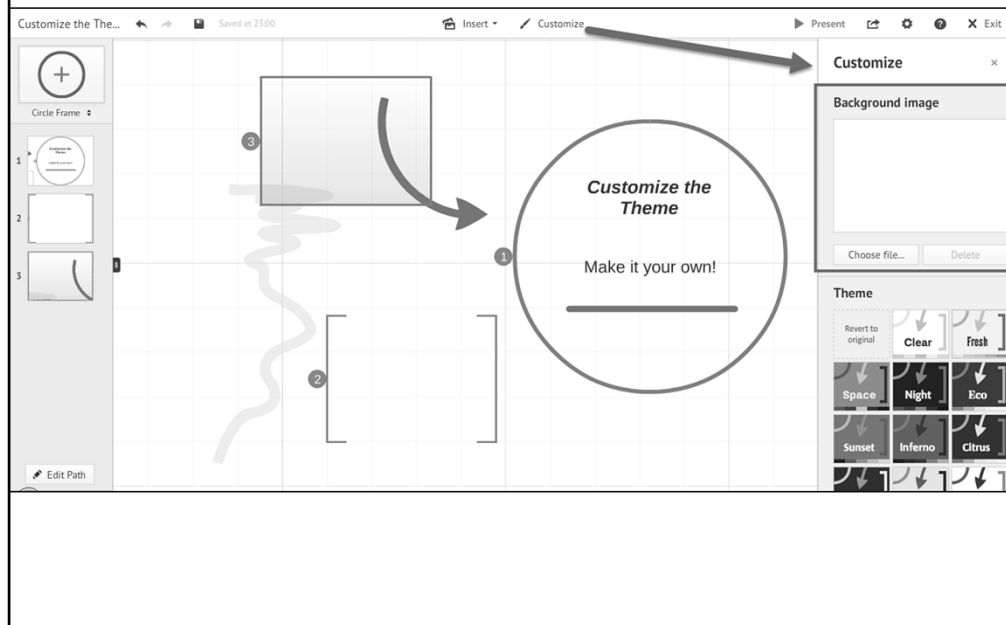


*When an item is favorited, a copy of it is stored in My Content/Favorites.*



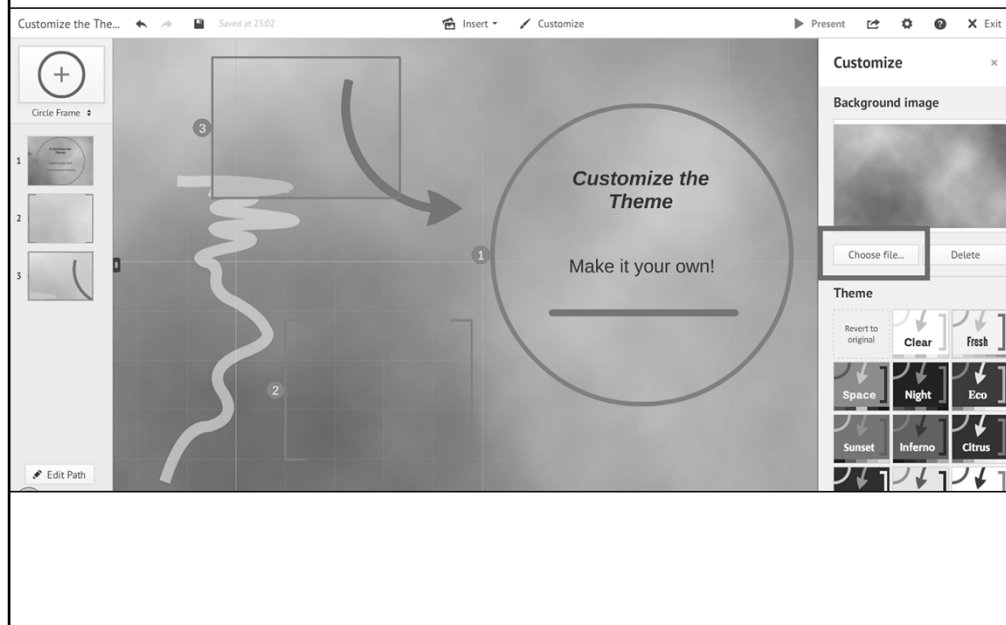
Let's learn how to customize the colors and fonts in a Prezi.

# Customize your Prezi Theme



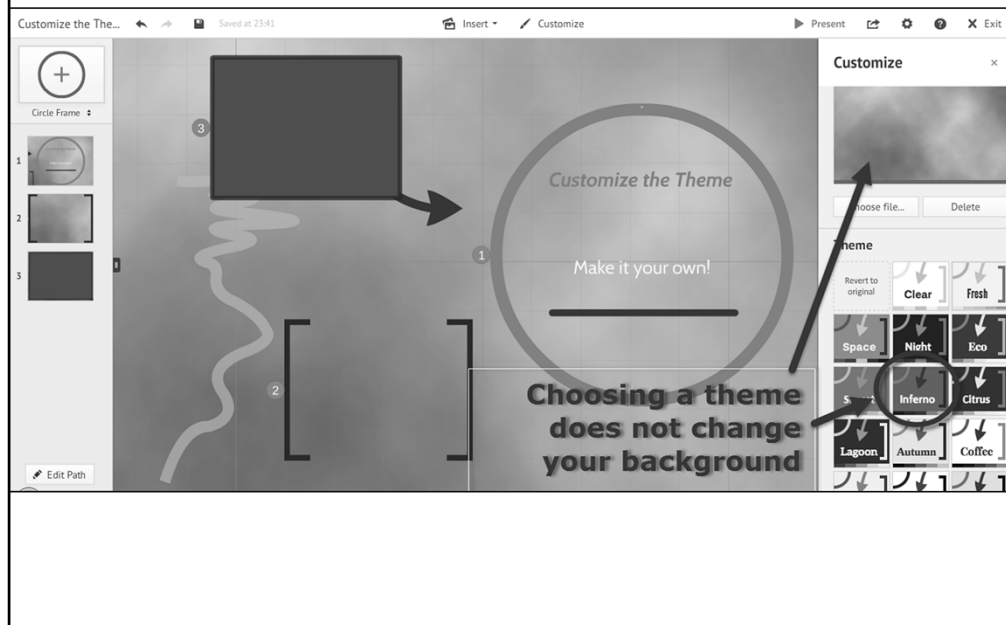
Any Prezi theme can be customized to meet your needs. Just click the Customize button.

# Customize your Prezi Theme



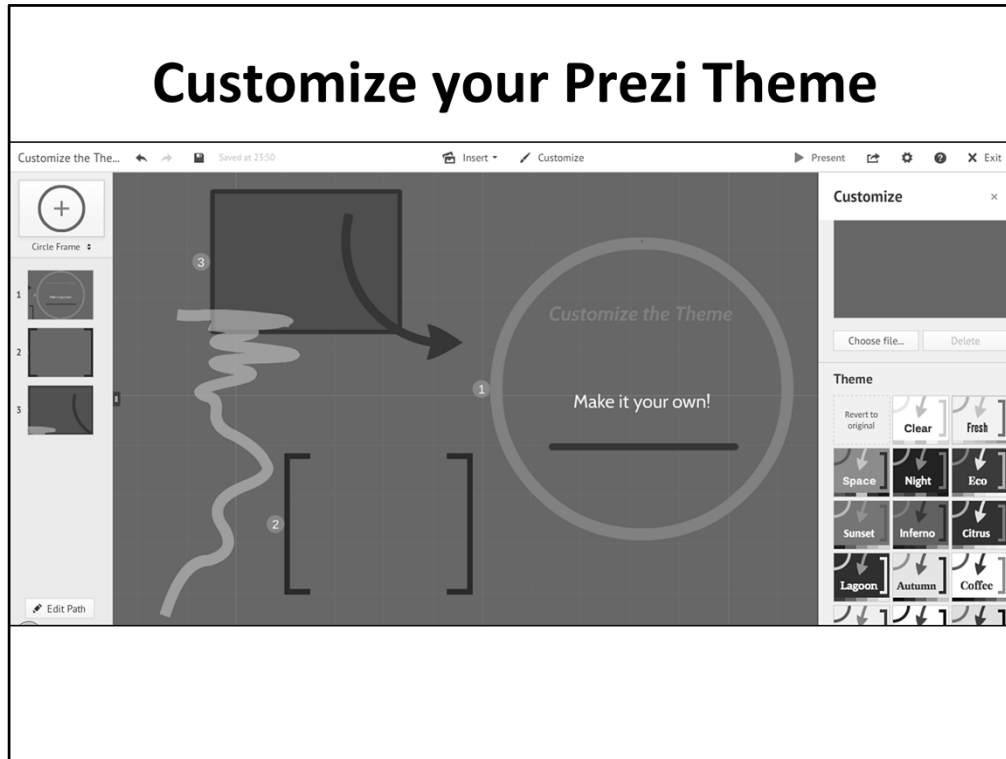
You can upload a background image from your computer.

# Customize your Prezi Theme



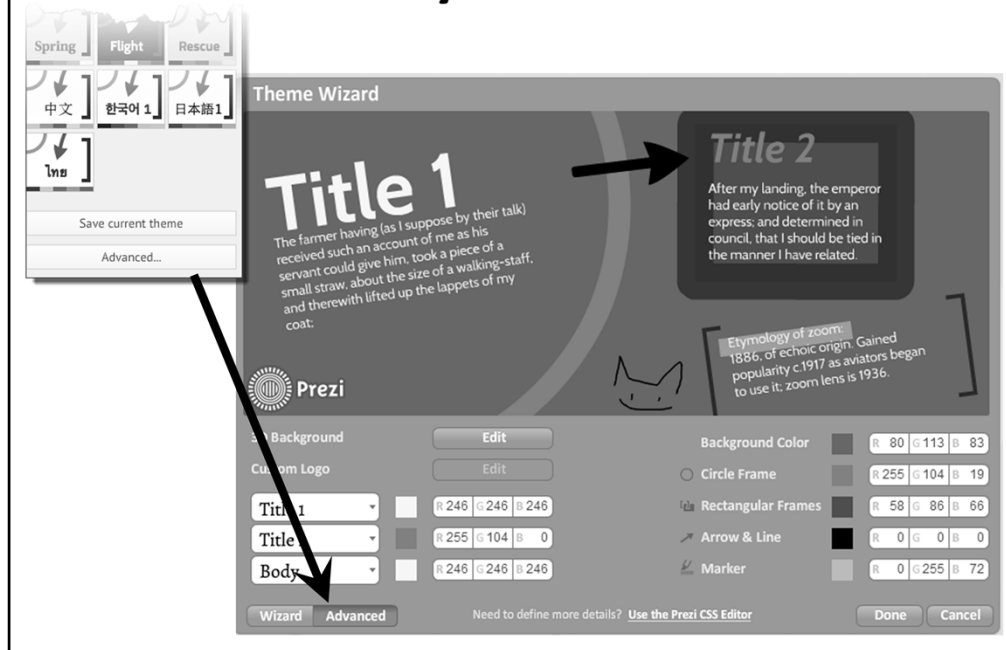
Choosing a theme from the Customize panel will not remove your uploaded background image.

If you delete the image, the theme's background color will show.



The background image has been deleted, and the theme's background color is now visible.

# Customize your Prezi Theme



By clicking the advanced tab at the bottom of the Customize panel, you can change fonts and theme colors using the RGB codes.



# Customize your Prezi Theme



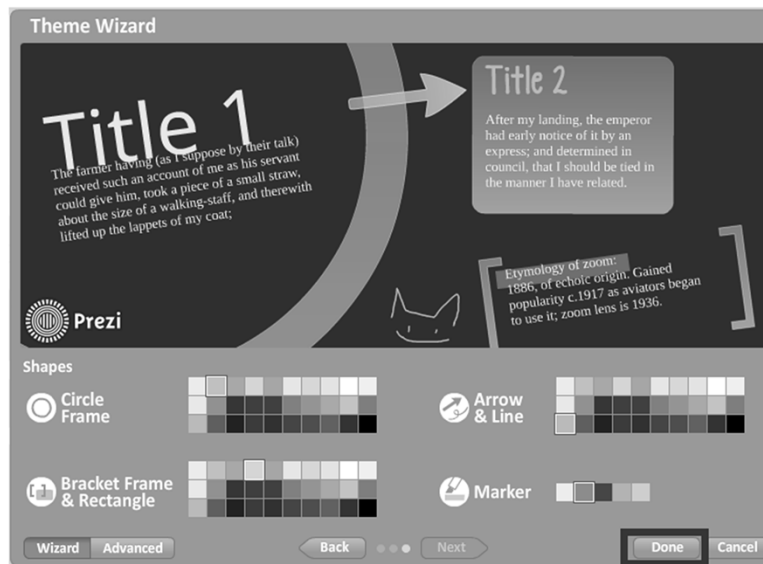
For less technical customization, click the Wizard button and let Prezi lead you through changes to the theme.

# Customize your Prezi Theme



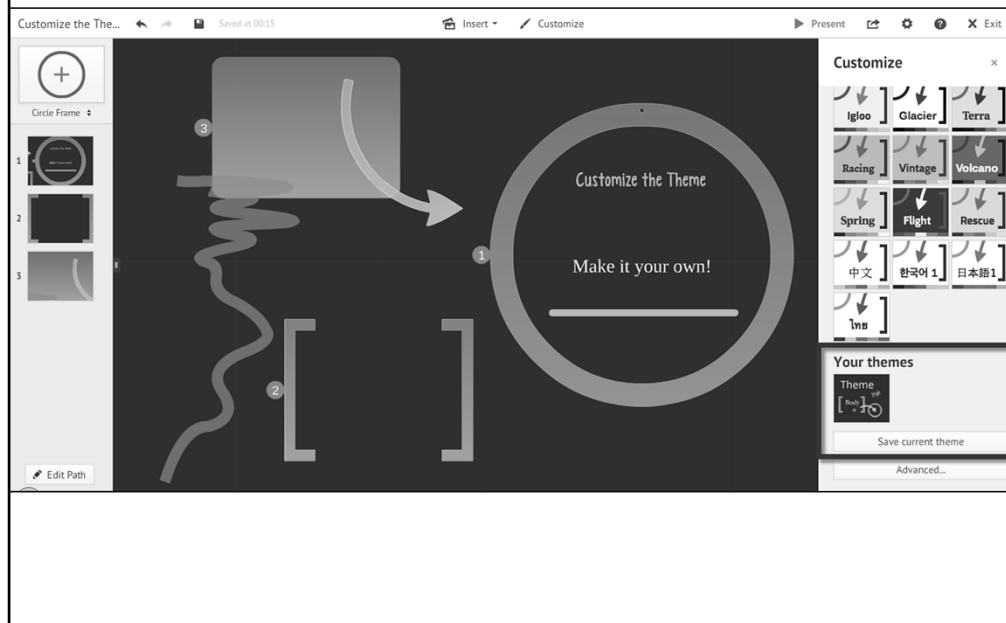
You can change the fonts and their colors...

# Customize your Prezi Theme



...as well as the colors of frames, arrows, lines, and the highlighter (marker). Notice that bracket and rectangle frames are set in the same color.

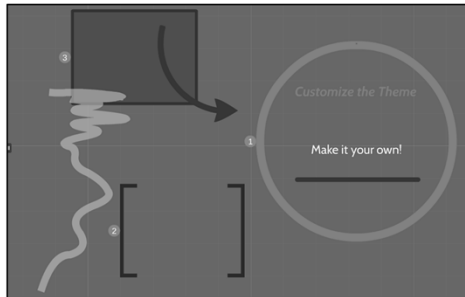
# Customize your Prezi Theme



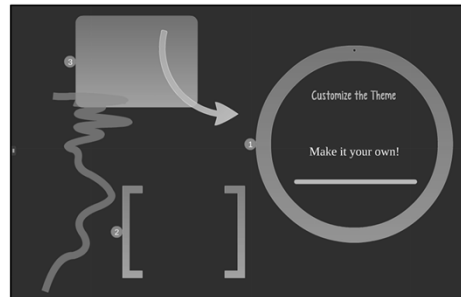
You can save your new theme for use in other Prezis. This is useful for creating Prezis that always use corporate or school colors.

# Customize your Prezi Theme


## Original



## Customized



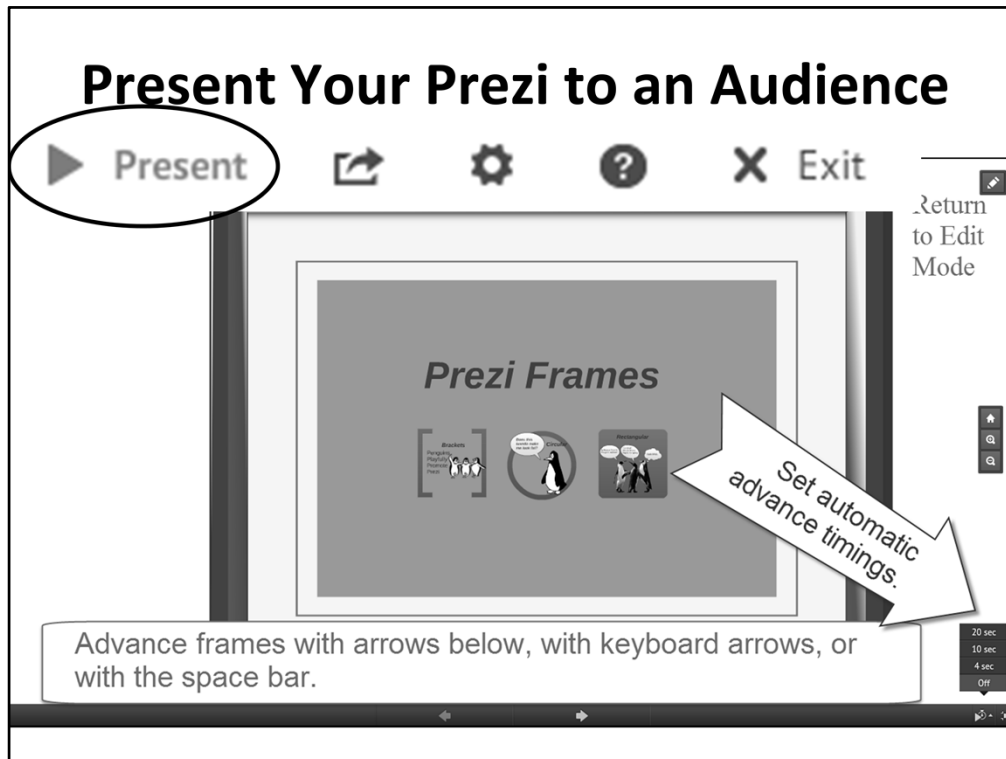
Theme customization is that easy!



## PRESENTING your Prezi

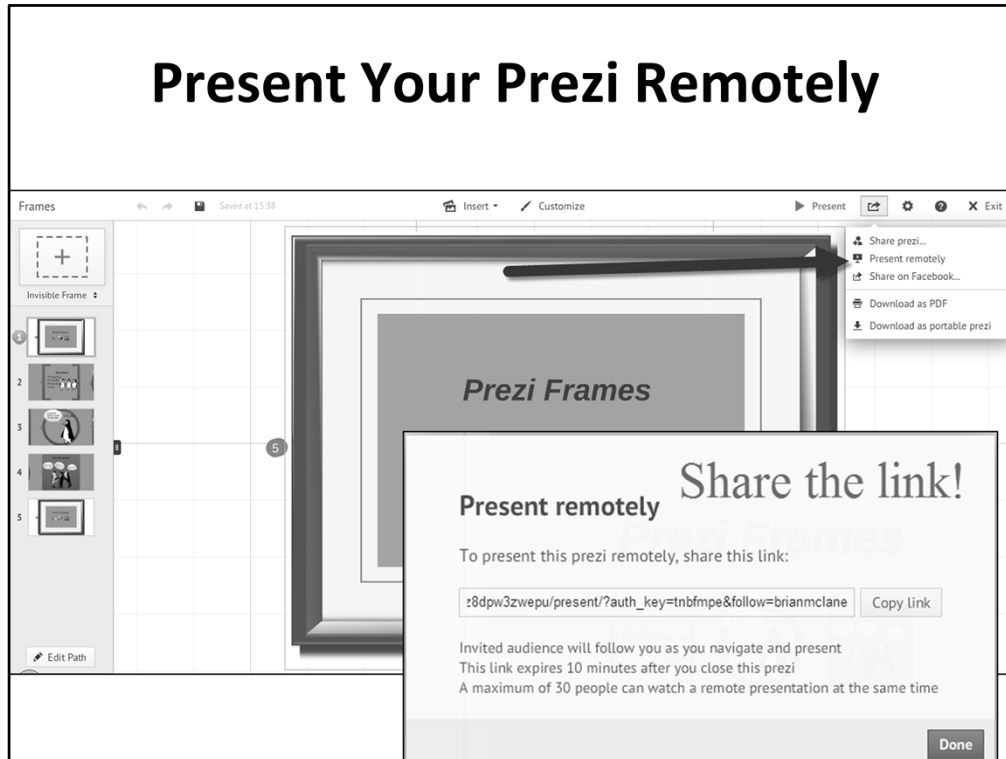
- ***Present***
  - Live to audience
  - Live remotely
- ***Share Your Prezi***
  - Via URL
  - On social media
  - Embed on website
- ***Download Your Prezi***
  - As a PDF
  - As a portable Prezi

A Prezi is created for others to see. Several presentation methods are available.



To present your Prezi, from edit mode, click the present button. When presenting live to an audience from your computer, you can advance the slides manually or set automatic timing.

# Present Your Prezi Remotely



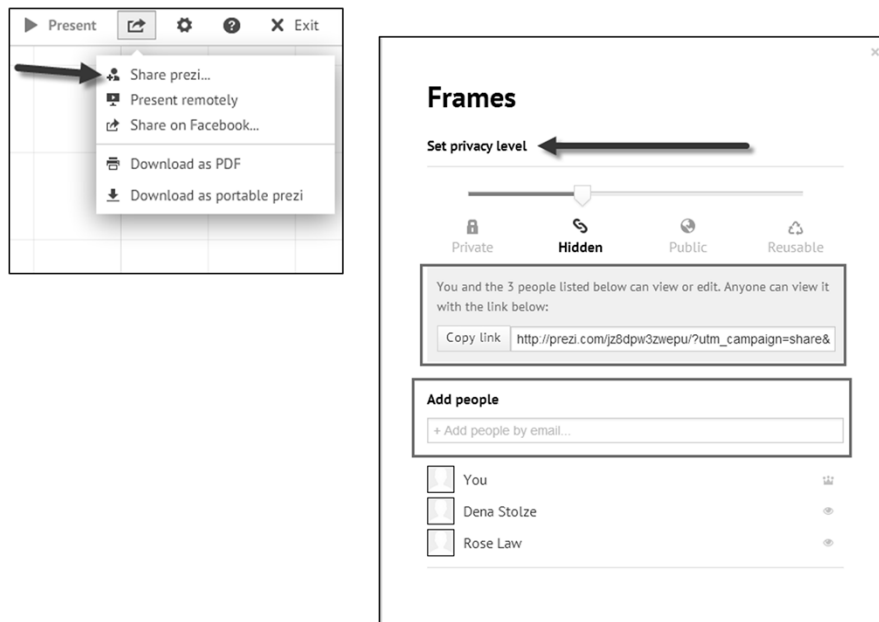
You can also present your Prezi remotely from your computer. Navigate through your Prezi as if you were in front of an audience. In addition, you can collaborate with others in creating and presenting a Prezi.

Let's try this right now! I'll present my Prezi remotely. In just a moment I'll give you the link to visit to see my presentation!

How might this be useful?

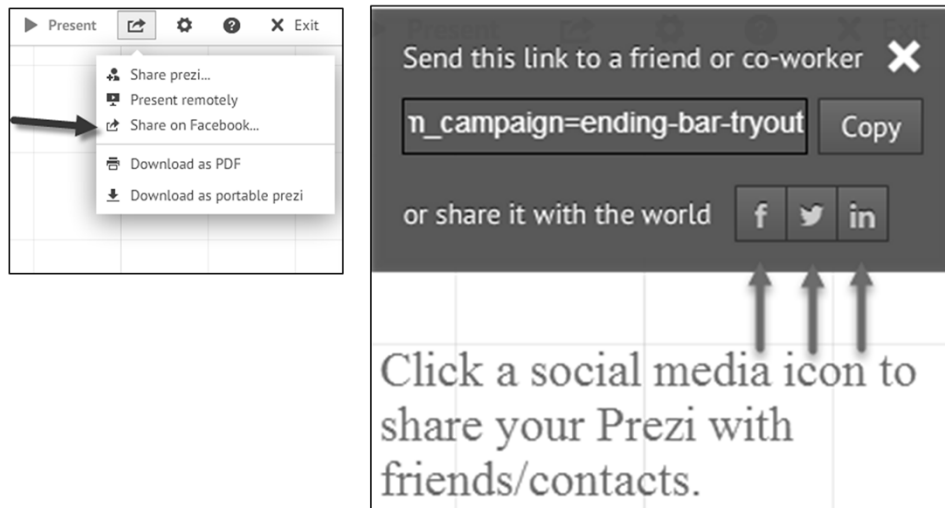


# Share Your Prezi via URL



You can share your Prezi with others by emailing them the link manually or by typing their email addresses in the Add people box.

# Share Your Prezi on Social Media



Your Prezi can be shared on social media!

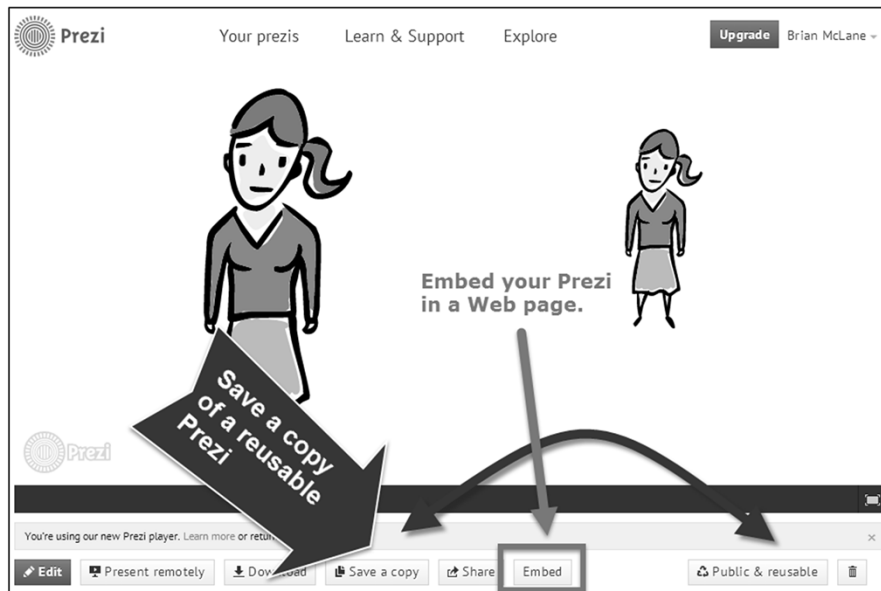
# Share Your Prezi Using the Player View



To view your Prezi on the player page (as others will see it), Go to the YOUR PREZIS page and click on the Prezi thumbnail (but not on the edit button or any other buttons).

Alternatively, while in edit mode, click Exit in the top right hand corner.

# Share Your Prezi Using the Player View



Player mode allows you to present, download, save a copy of, share, or embed any public/reusable Prezi.

# Embed Your Prezi in a Web Page

Edit Present remotely Download Save a copy Share **Embed**

**Embed prezi**

Width:  pixels Height:  pixels

☒ Let viewers pan & zoom freely

☐ Constrain to simple back and forward steps

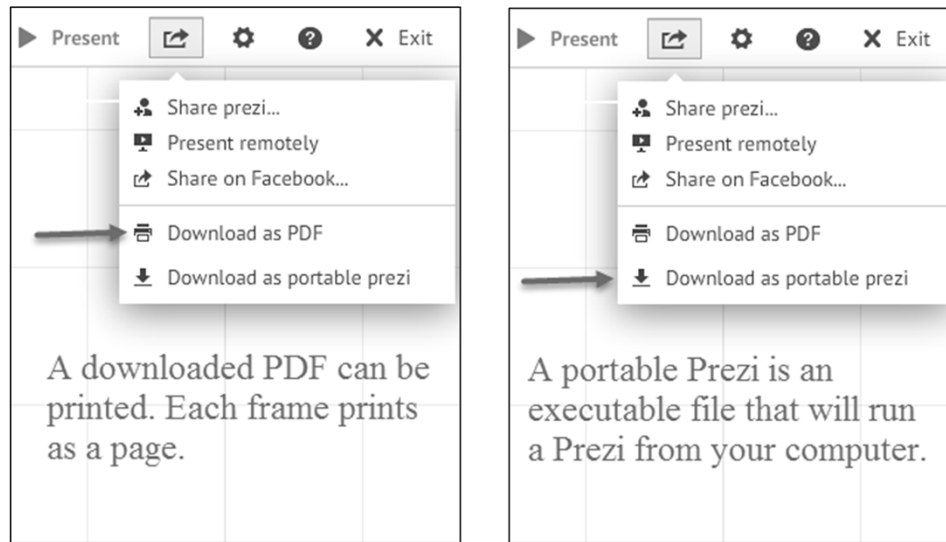
```
<iframe src="http://prezi.com/embed/wtamyhny64kp/?bgcolor=ffffff&lock_to_path=0&autoplay=0&au" data-bbox="285 318 515 340">
```

Copy code to clipboard

**This is an advanced skill which requires some knowledge of html code.**

Embedding your Prezi into a Web page usually requires minor knowledge of html coding. This is a more advanced feature that I won't be covering.

## Download your Prezi

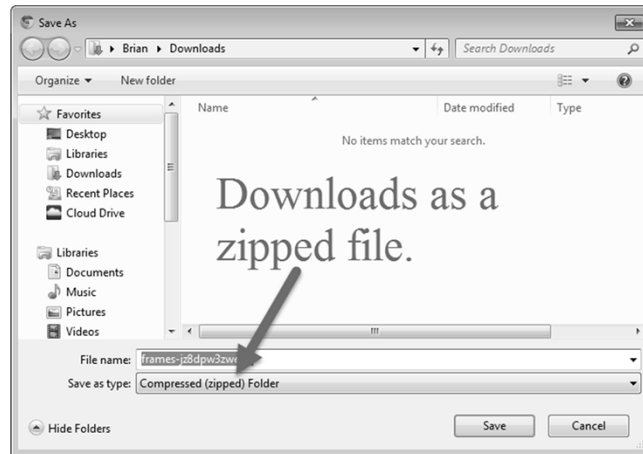
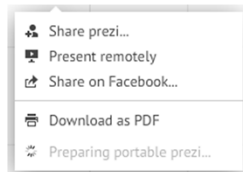


You can download your Prezi as a PDF or a portable (playable) Prezi.

When you download your Prezi as a PDF, each frame becomes a page. Prezis with a large number of frames may take several minutes to process.

**Download as PDF**

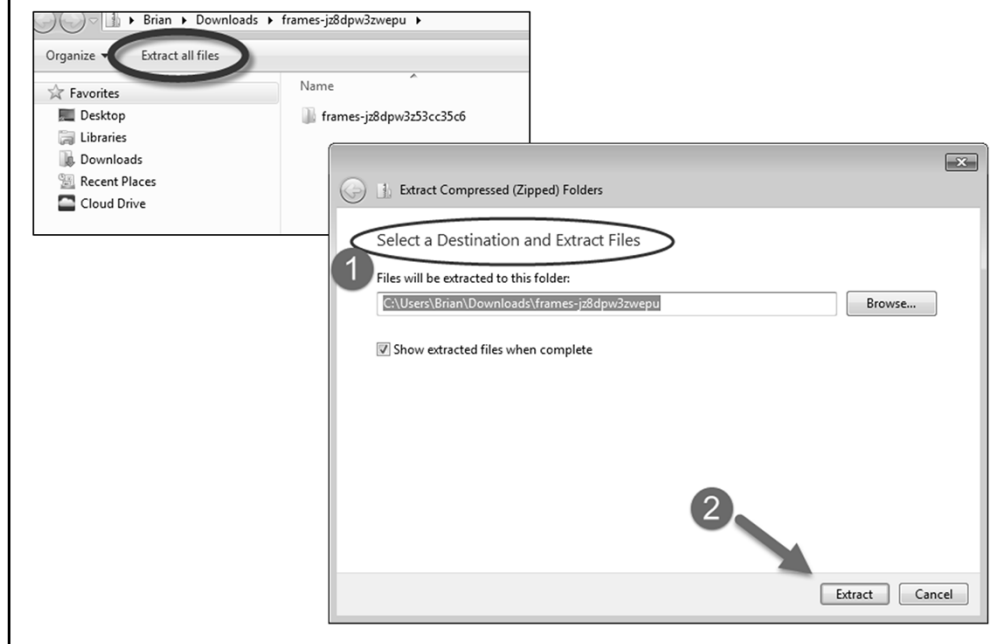
# Download a Portable Prezi



A portable Prezi downloads as a zipped file.



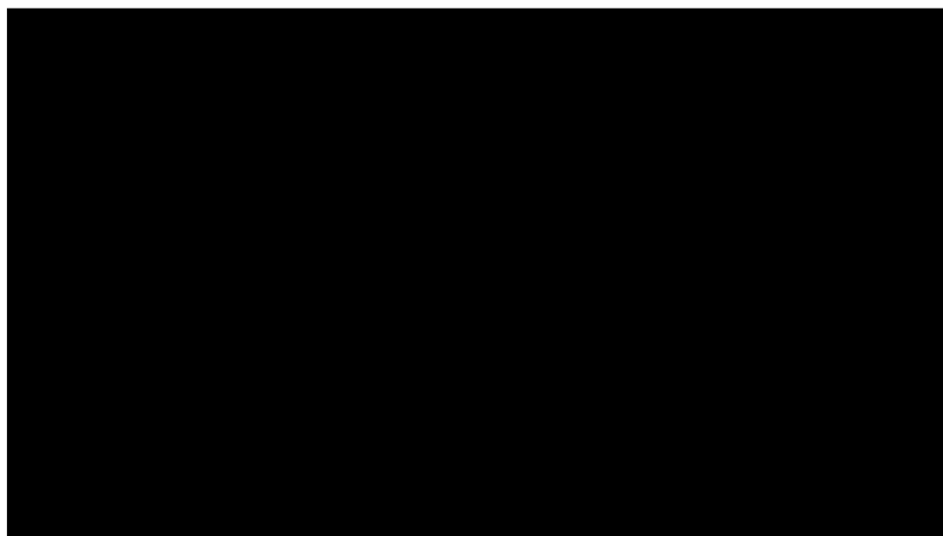
# Download a Portable Prezi

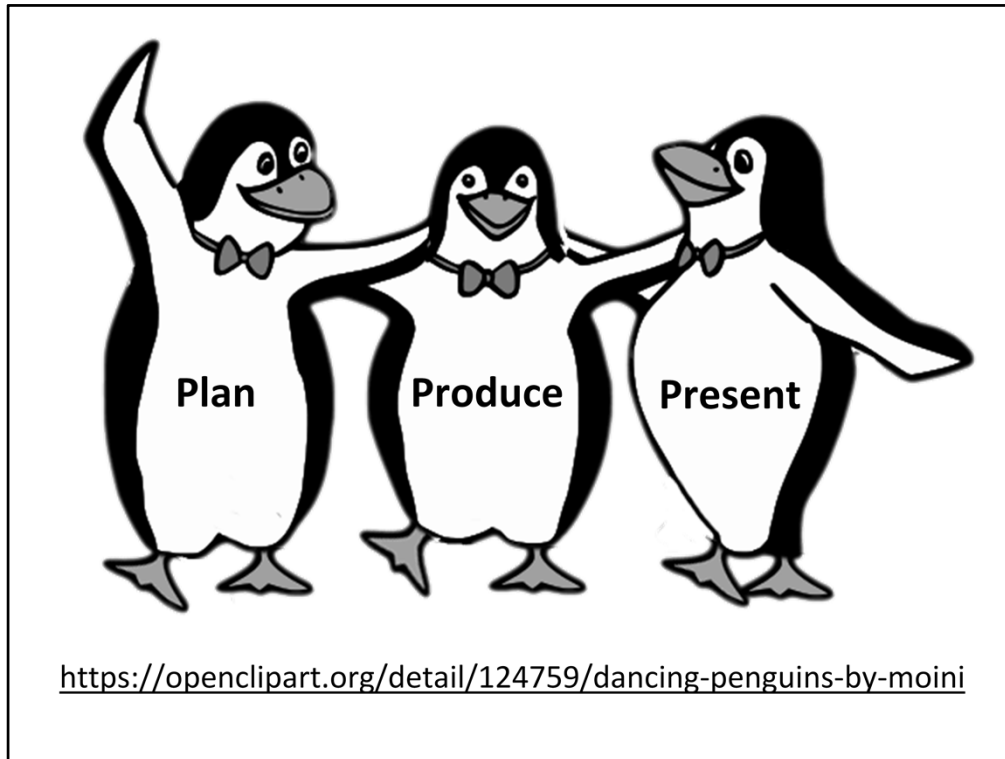


Extract (unzip) the files to a location of your choice.

Double-click the executable file to play the Prezi.

## **Play a Portable Prezi**





Now get out there and Prezify!

To access this presentation visit  
**[www.techmantraining.com](http://www.techmantraining.com)**